

SGA Bylaws



Student Government Association
Embry-Riddle Aeronautical University – Prescott
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Title I – Council Divisions

Chapter 1: SGA Council Members

A. SGA Student Council Members

1. SGA Student Council members make up the Executive and Representative Branches and are elected to the position according to these Bylaws.
2. SGA Student Council Members share the following responsibilities:
 - a. Abide by the requirements and responsibilities in the SGA Constitution
 - b. Be in charge of at least one (1) SGA Project¹
 - c. Attend any mandatory SGA events determined by the President or Vice-President
 - d. Be appointed to a fair share of committees, services, and/or student liaison responsibilities by the SGA President
 - e. Address questions and concerns of the students and administration
 - f. Act in a fiduciary manner on behalf of the students

Chapter 2: Executive Council

A. Executive Council Members

1. SGA shall hold four (4) elected Executive Council positions:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer

B. Executive Council Members' Responsibilities

1. Log ten (10) SGA Hours² per week.
2. Must hold at least one (1) weekly SGA Executive Meeting, or at the frequency determined by the SGA President.
3. Attend necessary SGA Open and Closed Meetings in addition to the ten (10) required hours².

C. President Responsibilities

1. Serves as the head representative of the SGA to the University.
2. Hold the sole responsibility of all activities SGA affairs and activities.
3. Serve as a member of the University Board of Trustees.
4. Shall conduct meetings with the Prescott Dean of Students, the Prescott Chancellor, the University President, and other necessary campus and university leaders at the frequency agreed upon with these individuals.
5. Have the power to veto all legislation passed by the Student Council.

¹ See *Title IX – Definitions* for the definition of an SGA Project.

² See *Title IX – Definitions* for the definition of SGA Hours.

6. Writes, posts, and distributes an SGA Open Meeting Agenda to the student body in accordance with the procedures outlined in the *SGA Bylaws*.
7. Serves as the administrator and overseer of the Executive Council.
8. Conduct monthly evaluations on each Executive Council Member.
9. Serves as the chair of the Student Leadership Cabinet.
10. Writes, posts, and distributes a Student Leadership Cabinet Agenda to the Student Leadership Cabinet prior to meetings.
11. Shall meet regularly with the heads of each Student Service Organization on an individual basis.
12. Meets regularly with the SAAC Leadership, Air Force and Army ROTC Leadership, and any other student leaders.
13. Signs or vetoes all legislation approved by the Representative Council. A two-thirds (2/3) majority in the Representative Council voting body can override a veto.
14. Nominate SGA members or any students to serve on University committees with the confirmation of the Council.
15. Liaison from faculty and staff to the SGA Government.
16. Has discretion to see who chairs SGA meetings.
17. Has the authority to call an emergency meeting.
18. Will schedule Fall and Spring training for the entire council.
19. Has the power to appoint any vacancy of a position to the council for confirmation.
20. Must meet with the assigned advisor to the position as agreed upon.
21. In the event of an anticipated absence of the Vice-President, the President shall appoint a chair for the Representative Council whose tenure will be terminated at the time of the Vice-President's return.
22. Determines delegation to any outside request given to SGA.

D. Vice-President Responsibilities

1. In the absence/vacancy of the President, the Vice-President will act as a representative for the President.
2. Serves as a deputy to the President and SGA Council.
3. Serves as the administrator and overseer of the Representative Branch.
4. In the event of a legislation vote ending in a tie, the Vice-President has the tie-breaker vote.
5. Writes, posts, and distributes a closed meeting agenda to the council in accordance with the procedures outlined in the *SGA Bylaws*.
6. The main contact to all conduct issues with SGA Council Members.
7. Conduct monthly evaluations on each Representative Council Member.
8. The chairperson of internal conduct proceedings for SGA Council Members.
9. Serves as the interpreter of the Constitution and Bylaws.
10. Shall issue the *SGA Attendance Policy Agreement* to all council members to sign at the beginning of an SGA Administration in accordance with the *SGA Bylaws*.
11. Keep all attendance records up to date and logged.
12. Determines the validity of a member's absence or tardiness from an SGA meeting on an excused/unexcused basis, in accordance with the procedures outlined in the *SGA Bylaws*.

13. Shall create, decide, and post a master schedule of all SGA mandatory events and SGA business with the agreement of the SGA President and in accordance with the *SGA Bylaws*.
14. As necessary, the Vice-President will update this calendar as the semester continues and has the reserved right to reasonably change and/or add mandatory events to the schedule.

E. Secretary Responsibilities

1. Keep and maintain SGA files in a current and organized fashion.
2. Record meeting minutes at all SGA Open and Closed Meetings along with any other SGA event where minutes may be necessary unless the SGA Council agrees to other methods.
3. Distribute and publish meeting minutes from the SGA Open Meetings to the SGA Council and the student body within the time agreed upon at Fall Training.
4. Distribute and publish the minutes from the SGA Closed Meetings to the SGA Council within the time agreed upon at Fall Training.
5. Call attendance at each meeting.
6. Shall have one (1) vote concerning legislation in the Representative Council voting body.
7. Shall be in charge of the SGA auxiliary SOAR.
8. Work with the Dean of Students Office to oversee student and organization conduct and the appeals process that compliments it.
9. Create a roster of all council members' contact information and distribute it to the council and advisors.
10. Schedule office hours³ for the council members and post these office hours at the beginning of each semester.
11. Establishes a time and place for regular meetings at the beginning of each semester.
12. Shall serve as the main point of contact for scheduling rooms/areas on or off-campus for events and meetings.
13. Sends emails and schedules meetings on behalf of the SGA President as requested by the President.

F. Treasurer Responsibilities

1. Have readily available to the Student Government Association all records of student finances.
2. Shall have one (1) vote concerning legislation in the Representative Council voting body.
3. Shall meet with the appropriate University officials and determine the total number of enrolled students to determine the year's available budget.
4. Has the power to appropriate funds within the accepted budget. All monies not appropriated within the original budget must be approved by a majority vote of the Council.
5. Summary of the semester's expenditures must be submitted at the beginning of the following semester to the Council.

6. Shall serve as the Chair of the Budget Committee and the Student Treasury Board
7. The Budget Committee and the Student Treasury Board members will be appointed by the Treasurer, approved by the Executive Council.
8. Present the Student Government Association Budget to the Council no later than one (1) week after census day has been completed.
9. Shall have the power to approve or deny club subsidies in compliance with the *SGA Bylaws* and *SGA Funding Guidelines*.
10. Shall meet with the head of each Student Service Organization when appropriate.
11. Custodian of the SGA Credit Card, which may not be given out to anybody else.

Chapter 3: Representative Council

A. Representative Council Members

1. SGA shall hold elected positions of each University College and other representatives to make up the Representative Council:
 - a. College of Aviation Representative
 - b. College of Engineering Representative
 - c. College of Business, Security, and Intelligence Representative
 - d. College of Arts and Science Representative
 - e. Organization Representative
 - f. Student Life Representative
 - g. Housing Representative
 - h. Marketing Director

B. Representative Council Member Responsibilities

1. Shall have one (1) vote concerning legislation in the Representative Council voting body.
2. Attend necessary SGA Open and Closed Meetings in addition to their required hours³.
3. Help other council members with events or projects¹ or as seen necessary by the Executive Council.
4. Maintain all responsibilities specific to their role as listed below.

C. College Representative Responsibilities

1. Log eight (8) office hours³ per week.
2. Shall maintain communication with their students monthly through the process agreed upon by the Council.
3. Meet at least once a month with the Dean of their perspective college.
4. Communicate and/or meet regularly with the Faculty Senators of their respective College.
5. Communicate and/or meet regularly with the Department Chairs of their respective College.

D. Organization Representative Responsibilities

1. Log eight (8) office hours³ per week.
2. Maintain communication and schedule regular meetings with the Assistant Director of Student Engagement or designee.
3. Help be a support factor in the creation of new club organizations.

4. Assist the Department of Student Engagement with ERAU Club Fairs and Officer Orientations.
5. Oversees the SGA Club Storage Service.
6. Serve on the Greek Life Committee.
 - a. An exception is made if the Organization Representative is a member of Greek Life, as they may not serve on this committee
 - b. In this scenario, the SGA President will appoint another council member to fulfill this responsibility
7. Meets regularly with the International Student Association Leadership.
8. Meets regularly with the Student Veteran Association Leadership.

E. Student Life Representative Responsibilities

1. Log six (6) office hours³ per week.
2. Assist in writing approved legislation and ensuring amendments to the *SGA Bylaws* and internal documents are reflected in a timely manner in accordance with *Title VIII Chapter B*.

F. Housing Representative Responsibilities

1. Log eight (8) office hours per week.
2. Shall maintain communication with residential students through the process agreed upon by the SGA Council.
3. Meet at least once a month with HRL Leadership, including but not limited to the HRL Director, Assistant Director, and RAs (Resident Assistants) as necessary.
4. Must live on campus for the duration of their term.
5. Must have at least a 125-block meal plan each semester for the duration of their term.
6. Must not be a RA during their term.
7. Must serve on the committee surrounding Dining.

G. Marketing Director Responsibilities

1. Log eight (8) office hours³ per week.
2. Be in charge of managing SGA Publicity with advertisements, the SGA website, and SGA social media sites.
3. Be the main point of contact in making and maintaining advertisements for SGA services, initiatives, and events.
4. Assist SGA Council Members in event planning on SGA events.
5. Meet regularly with the Prescott Campus Director of Communications and Marketing.
6. Be involved with the SGA Tailgates and other events to effectively promote them.

Chapter 4: SGA Ad-Hoc Members

A. Ad-Hoc Member

1. A Member who can sit in on SGA Open and Closed meetings but does not hold voting powers.

2. The approved Ad-Hoc Members are the following positions within the Board of Campus Activities, Horizons Newspaper, Student Campus Enhancement Fund, SOAR and Student Treasury:
 - a. BCA Director
 - b. BCA Assistant Director
 - c. Editor in Chief of Horizons
 - d. Chief Copy Editor of Horizons
 - e. SCEF Chairperson
 - f. SCEF Secretary
 - g. SOAR Director
 - h. SOAR Assistant Director
 - i. Student Treasury Assistant Director
 - j. Student Treasury Marketing Director
3. Must adhere to the terms made in the official agreement made between SGA and its service organizations.
4. Ad-Hoc Members shall attend SGA Open and Closed Meetings in accordance with the agreement signed that year.

Chapter 5: Advisors

A. SGA Advisors

1. The Student Government Association shall have a minimum of two (2), no more than three (3), University Advisors who will be a full-time or part-time member of the University faculty, staff, or administration.
2. One (1) advisor should be from a department in the reporting line of the Prescott Dean of Students.
3. Will fulfill the responsibilities and duties specified in the *SGA Advisor Agreement*.
4. Will be invited to SGA Open and Closed meetings and SGA public events.
5. Serve on an academic year basis, unless removed by the voting process⁵ of the SGA Student Council.
 - a. In the event of adding an advisor to SGA:
 - i. The SGA Student Council may submit recommendations to the entire council on potential Advisors
 - ii. The SGA President will convene a time with potential candidates to review SGA Advisor responsibilities, time commitment, expectations, etc.
 - iii. The SGA Student Council will vote on the confirmation of a potential SGA Advisor, requiring a majority vote
 - iv. The SGA President will send a written invitation to the potential advisor with all details included (time commitment, expectations, etc.)
 - v. The potential advisor must go through their University Supervisor to get approval on accepting this position
 - vi. The potential advisor reserves the right to accept or decline the invitation
 - b. In the event of removing an advisor to SGA:

⁵ See *Title IX – Definitions* for the definition of the *voting process*.

- i. The SGA Student Council will vote on the removal of an advisor, requiring a two-thirds (2/3) majority vote
- ii. The SGA President will convene a time to respectfully notify the former SGA Advisor of the removal of position, with a written follow up

Title II – Operating Procedures

Chapter 1: Attendance Regulations

A. Absence Types

1. Extended Absences
 - a. Defined as an absence lasting for more than one (1) day
 - b. If an extended absence is anticipated, the council member must submit a written explanation of the reason for their absence to the Vice-President
 - c. Planned Leave of Extended Absence - a written explanation must be submitted to the Vice-President within the timeline addressed in the *SGA Attendance Policy Agreement*
 - d. Emergency Leave of Absence - the written explanation must be submitted within the timeline addressed in the *SGA Attendance Policy Agreement*.
 - e. An extended absence will count as one (1) excused absence as long as the excuse is deemed appropriate by the Vice-President
2. Excused Absences
 - a. Defined as an absence according to the SGA Attendance Policy Agreement
 - b. If the written explanation is submitted later than twenty-four (24) hours after the missed meeting/office hour/mandatory event, then the absence is automatically unexcused unless deemed appropriate by the Vice-President
 - c. An absence may be considered to be excused by the Vice-President when a Council member submits a written explanation of why they will miss a meeting/office hour/mandatory event prior to twenty-four (24) hours before the missed meeting/office hour/mandatory event
 - d. If four (4) excused absences are attained during the semester, they will equate to an unexcused absence
3. Tardiness
 - a. Meetings/Office Hours
 - i. All members shall be at the prescribed meeting place and ready to conduct the meeting prior to the meeting being called to order
 - ii. All members shall be at the office for their prescribed office hours³ no later than seven (7) minutes after his/her designated hours begin
 - b. Mandatory Events
 - i. All members shall be at any mandatory SGA events at their scheduled start time (unless otherwise excused), or they will be considered tardy
 - ii. Tardies may be appealed to the Vice-President. One may submit a written explanation as to why he/she was late no later than twenty-four (24) hours after the tardiness. The Vice-President will decide on the validity of the tardiness on an excused/unexcused basis
 - c. Two (2) unexcused instances of tardiness shall be equivalent to one (1) unexcused absence
4. Unexcused Absences

- a. Defined as any other absence that does not fall under the definitions of an extended and excused absence, and tardiness in accordance with the *SGA Attendance Policy Agreement* and the discretion of the Vice-President
- b. If the written explanation of the absence is submitted later than twenty-four (24) hours prior to the missed meeting/office hour/mandatory event
- c. If four (4) excused absences have occurred, it will accumulate to one (1) unexcused absence
- d. If two (2) unexcused tardies have occurred, it will accumulate to one (1) unexcused absence
- e. If three (3) unexcused absences occur, a performance review must be carried out

B. Attendance Records

- 1. The attendance record will be kept by the Vice-President.
 - a. Includes all members' timecards and absences
 - b. All absence tracking will be renewed to a clean start at the beginning of each Fall and Spring semester; occurrences will only accumulate on a semester basis
- 2. The Vice-President must email members with any discrepancies for their SGA Hours² at the end of every week.
 - a. All members have two (2) weeks from the day of notice to makeup or correct any discrepancies and must inform the Vice-President when doing so through written notification
 - b. In the case that a member exceeds the allotted two (2) week time period to correct or make up discrepancies, the missed hours will count as an unexcused absence
 - c. If a member has failed to correct or make up discrepancies in the allotted two (2) week period on two (2) occasions, a performance review shall be conducted.
- 3. A council member's attendance record can be requested and available for review at any time by request to the Vice-President.
- 4. The President will keep a record of all absences and tardiness for the Vice-President and notify the SGA Advisor of those absences at the time monthly evaluations are due.
- 5. The Vice-President will present a report of the council's monthly and cumulative attendance to the advisors at the same time the council-wide evaluations are due each month.

Chapter 2: SGA Meetings

A. Open Meetings

- 1. Shall conduct the general business of the SGA in front of the student body
- 2. There shall be at least two (2) open meetings during a given semester
- 3. The President will determine the chairperson of the meeting
- 4. Agendas for open meetings will be created by the chairperson and distributed to the remainder of the council and the campus no later than twenty-four (24) hours prior to the meeting
- 5. All SGA Council Members are required to be present.
- 6. At least one (1) Ad-Hoc Member from each service organization is required to be present.

7. The meeting will follow meeting and voting procedures in accordance with the *SGA Bylaws*.

B. Closed Meetings

1. Internal communication and general operations conducted by only the SGA Council and Ad-Hoc Members privately.
2. There shall be a closed meeting on at least a bi-weekly basis.
3. An Emergency Closed Meeting can be called by the President if they feel business needs immediate attention.
 - a. An Emergency Closed Meeting must be published to the SGA Council and Ad-Hoc Members at least twenty-four (24) hours in advance and must occur on the off week of the agreed-upon time and day of regular bi-weekly meeting time
4. The President will determine the chairperson of the meeting
5. All SGA Council Members are required to be present.
6. Ad-Hoc Members are required to be present in accordance with the agreement signed by SGA and its service organizations.
7. The meeting will follow meeting and voting procedures in accordance with the *SGA Bylaws*.

C. Executive Meetings

1. Internal communication and general operations conducted by the Executive Council.
2. The occurrence of an executive meeting shall be established at the beginning of each semester by the President.
3. The President will be the chairperson of the meeting.
4. Following meeting and voting procedures during the meeting will be at the discretion of the President.

D. Meeting Procedures

1. Agendas
 - a. For SGA Closed Meetings, the agenda will be created by the Vice-President and distributed to the remainder of the council no later than twenty-four (24) hours prior to the meeting, or by time decided upon at Fall Training
 - b. Any council member has the opportunity to request additions or subtractions from the agenda
 - c. For an SGA Open Meeting, the President will create and send an agenda out to the campus body at least twenty-four (24) hours before the SGA Open Meeting begins, or by time decided upon at Fall Training
2. Meetings will be run according to the agenda distributed.
3. The Secretary will call roll at the beginning of each meeting and determine whether a quorum is present.
 - a. Business cannot be conducted unless a quorum of the membership is present; a quorum for this organization is defined as a majority of the voting membership
 - b. Members must be present to vote; absentee or proxy voting is not permitted
4. At the beginning of each semester, the Secretary and the Council will agree upon a deadline time for the Secretary to have the minutes of the previous meeting distributed as stated in the Secretary's job description.

5. An overview of the minutes from the previous open meeting will be read and the minutes will be approved by vote at the start of the current meeting.
6. An overview of the minutes from the previous closed meeting will be read and the minutes will be approved by vote at the start of the current meeting.
7. Meetings will be run according to *Robert's Rules of Order* unless superseded by the *SGA Constitution* or *SGA Bylaws*.

E. Legislation

1. Legislation is used as SGA's official documentation on an action an individual has brought forward to the SGA Student Council.
2. Legislation Types include:
 - a. Resolution – an expression of sentiment on behalf of the ERAU Prescott Student Body
 - i. A two-thirds (2/3) majority of the Representative Council voting body is required to pass/retract an SGA Resolution
 - b. Sanction/Impeachment – enacting a sanction on an SGA Student Council member according to *Title III Chapter 1 Section A Clause 7 Part C*
 - i. A two-thirds (2/3) majority of the Student Council must agree, not including the SGA Student Council member in question
 - ii. The council member would then undergo the Misconduct Review Procedure outlined in *Title III Chapter 1 Section B*
 - c. Vacancy/Removal – enacting an action to fulfill a vacancy, outlined in *Title IV Chapter 3* and *Title IV Chapter 4*, or enacting an action to add/remove an SGA Advisor, outlined in *Title I Chapter 5 Section A*
 - i. A majority of the Representative Council voting body is required to confirm/deny a nomination
 - d. Bill – enacting an action/initiative⁶ that is mandated on behalf of the SGA Student Council
 - i. Majority of a quorum present in the Representative Council voting body to pass/retract an SGA Bill
 - e. Agreement/Pact – enacting a mandated document with a university/student organization(s)
 - i. A two-thirds (2/3) majority in the Representative Council voting body is required to pass/retract an SGA Agreement/Pact
 - f. Amendment – enacting a change to the *SGA Bylaws* or the *SGA Constitution*
 - i. Procedures for amending the *SGA Bylaws* and the *SGA Constitution* will follow *Article VIII* of the *SGA Constitution*
3. New Legislation Procedure
 - a. An SGA member follows the internal document focused on legislation to write and submit a proper documentation
 - b. The SGA member must submit the proposal to the Vice-President within twenty-four (24) hours of an SGA meeting
 - c. The Vice-President adds the proposal as a discussion item to the SGA Meeting agenda

⁶ See *Title IX – Definitions* for the definition of an *action/initiative*.

- d. The SGA member who submitted the proposal will present it to the council
- e. Voting and discussion will be following Robert's Rules of Order procedures
- f. If legislation is passed by the Student Council, the Vice-President will follow the internal document focused on legislation to certify the piece of legislation

Chapter 3: Events

A. Mandatory Events

1. Mandatory events shall be decided on by the beginning of each semester.
2. The President and Vice-President will work together to decide on events that require the attendance of all SGA Council Members and/or all SGA Executive Council Members.
3. The President and Vice-President have the authority to add/change mandatory events on the calendar throughout the semester as deemed necessary.
 - a. A unanimous vote in the remaining Executive Council can overturn these
4. All members must be given a minimum of one (1) week's prior notice.
5. Mandatory events include but are not limited to:
 - a. SGA Sponsored Events
 - b. SGA Open Meetings
 - c. SGA Closed Meetings
 - d. SGA Volunteer Events
 - e. SGA Community Service Hours
6. If a member will not be at a mandatory event, the absence or tardy will be handled in accordance with the *SGA Bylaws Title II Chapter 1*.

Chapter 4: Office Procedures

A. Office Hours

1. All council members must follow the *Office Procedures Manual*.
2. The President or Vice-President has the authority to open the office later or close the office early for extenuating circumstances⁴.
3. During open hours, there must be at least one (1) SGA Council Member occupying the office at any given time.
4. In the situation a council member needs to switch office hours for a temporary or permit basis, it must be coordinated and approved through the Vice-President.
5. All members are responsible to uphold University policies in the office.

B. SGA Services

1. SGA provides different services to benefit the student body on a daily basis.
2. SGA Services are defined in the internal document regarding SGA Committees.
3. SGA Council Members will be assigned a fair amount of services to oversee for one's term of office by the SGA Council during the integration process.
4. The President or Vice-President maintains the right to switch assignments of services during the year.

⁴ See *Title IX – Definitions* for the definition of extenuating circumstances.

Chapter 5: Committees

A. Serving on Committees

1. Representatives shall serve in whatever capacity the committee holds for any other member.
2. Representatives shall attend all committee meetings held by such committees. In the event that they can't attend a meeting due to schedule conflicts, they shall stay informed through other means of communication.
3. Council Members shall have the opportunity to express interest in particular committees before the President makes their appointments.

B. University Committees

1. University Committees are committees, established by the ERAU Faculty and Staff, that students sit on to represent the student body as a whole.
2. University Committees can also include student-led committees that are established with no direct affiliation to SGA.
3. Current University Committees, their definitions, and roles of each of these committees will be outlined in the internal document regarding SGA Committees.

C. SGA Committees

1. SGA Committees are created internally in SGA to provide more structure for SGA operations, as well as the opportunity to give students more voice.
2. A majority vote of the SGA Executive Council can add or remove SGA Committees.
3. Current SGA Committees, their definitions, and roles of each of these committees will be outlined in the internal document regarding SGA Committees.

Chapter 6: Internal Documents

A. Internal SGA Documents

1. Internal Documents shall be listed on the *SGA Internal Document Directory* to reflect all current SGA Internal Documents.
2. All SGA Council members must adhere to SGA internal documents.
3. The SGA Executive Council shall have the authority to add, remove, or change any internal document with a majority vote of the SGA Executive Council with the following exceptions:
 - a. *SGA University Judicial Board Appeals Process* shall be in the jurisdiction of the University Appeals Process provided by the ERAU Prescott Dean of Students Office
 - b. *SGA/Horizons/BCA/SCEF Discretion of Information Agreement* and other agreements between SGA and its service organizations shall only be modified by the process stated in this agreement
 - c. *SGA Election Committee Procedure* shall only change by a majority vote of the Election Committee for that term of office

Title III – SGA Review Process

Chapter 1: Evaluations

A. SGA Evaluations

1. SGA Evaluations will be held monthly by the Vice-President for the Representative Council.
2. SGA Evaluations will be held monthly by the President for the Executive Council.
 - a. The President and Vice-President will follow an evaluation process of each other at least once a month or at the discretion of the President
 - b. The President and Vice-President will follow the same process with at least one (1) SGA Advisor on a monthly basis
3. The President and Vice-President will determine the medium and process of the evaluations at the start of the academic year.
4. During the Evaluation, council members will have the ability to express concerns and/or praises on other council members respectfully.

Chapter 2: Council Conduct Process

A. Performance Review

1. A performance review is a process led by the Vice-President* and an SGA Advisor to do an evaluation of a council member's overall performance or performance on a specific event or matter.
2. Any concerns regarding a council member's misconduct can be introduced by any student, faculty, or staff with proper and pertinent documentation.
3. A letter shall be addressed to the Vice-President* and the advisors.
 - a. In the event above, the complaint must get an acknowledgment letter by the Vice-President* within forty-eight (48) hours of receiving the complaint
4. The council member(s) in question must be given at least three (3) business days' notice prior to a performance review.
 - a. The council member in question may request to hold the meeting sooner if they prefer
5. If a performance review for the Vice-President was brought forward by the President, the performance review will be conducted by an executive member and an SGA Advisor.
 - a. The SGA Advisor will choose the executive member involved
6. A performance review must be conducted if three (3) unexcused absences have been accrued in the given semester by a council member.
7. The council member(s) in question will be notified in writing within twenty-four (24) hours after the performance review on the outcome of the review. The outcomes are as followed:
 - a. Disposed of accusations

*See *Title VII – SGA Clauses* for the *Presidential Clause*.

- i. The letter shall outline the discussion of the conversation and clearly identify that this performance review does not go against their performance record
- b. Written Warning
 - i. The letter shall outline the discussion of the conversation and a written warning is put on file in their performance record
- c. Council Sanction Review
 - i. The letter shall outline the discussion of the conversation and clear guidance on how the Misconduct Review Procedure works

B. Elected Official Misconduct Review Procedure

1. A special session, to include all SGA Council Members, except the council member(s) in question, no more than five (5) business days after the letter of Council Sanction Review was sent to the council member(s) involved.
2. The council member(s) in question has the opportunity to submit a written statement to the SGA Council that must be read during the special session by the Vice-President*.
3. The special session will be planned and facilitated by the Vice-President*.
4. An advisor shall supervise the session, make sure that the discussion remains focused, ensure the integrity of the votes, and conduct the tallying of votes.
5. The Vice-President* shall present the accusation(s) of the council member(s) in question in the special session.
6. The council members will discuss the accusation(s) at hand.
7. Once the discussion has ended, the Vice-President* shall move into a voting block by the following procedures:
 - a. Every SGA Council member gets one (1) vote except the Vice-President*. The Vice-President* will hold the tie-breaker vote
 - b. For a vote to pass a two-thirds (2/3) majority of the SGA Council must vote in favor
 - i. If a quorum cannot be met, the Vice-President* and an SGA Advisor will appoint Ad-Hoc Members to sit as delegates for this voting block
 - c. A vote will be taken to determine whether or not the council member(s) in question warrants sanctions
 - d. If the vote to determine whether or not the council member(s) in question warrant sanctions passes, then a sanction must be applied for the special session to conclude.
 - e. If the vote taken fails, then the process is over; if the member was on interim suspension, the interim suspension is lifted
 - f. If the vote passes, there will be a vote on appropriate sanctions. This vote requires a two-thirds (2/3) majority. Possible sanctions may include, but are not limited to the following:
 - i. Community service hours
 - ii. Additional office hours³
 - iii. An additional project to benefit the entirety of the student body
 - iv. Additional attendance at requested events
 - v. Probation, which stays in effect throughout one's term of office
 - vi. Suspension of full or partial scholarship
 - vii. Dismissal from the SGA Student Council

8. If a council member has more than three (3) sanctions, through the above process, on record for one's term of office, then dismissal from the SGA Student Council is mandatory.
9. The Vice-President* must provide a letter in writing on the outcome of the special session within twenty-four (24) hours of the review process on the outcome.

C. Appointed Official Misconduct Procedure

1. Any appointed official may go through the Elected Official Misconduct Review Procedure process if they have been recommended to a Council Sanction Review as a result of a performance review.
 - a. The SGA Council may vote on the same sanctions as would apply to an elected official
 - b. If the council votes to dismiss them in this manner, they are no longer eligible to rerun for an SGA Position as outlined in *Title III Chapter 2 Section B Clause 10*
2. Alternatively, in the event that an appointed official fails in their duties and responsibilities or abuses the power of their office, they may be removed at the discretion of the SGA Official who is responsible for the appointment of that position.
 - a. If the appointed official feels that they were unjustly removed or that their rights were violated, they may submit an appeal to the SGA Vice-President*
 - b. The SGA Council will hold a special appeal session with the appointed official in question, an SGA Advisor, and the remainder of the SGA Council
 - i. Both the council member in question and the SGA Official who is responsible for their appointment will be absent from the meeting
 - ii. Both of these individuals will have the opportunity to submit a written statement that must be read during the special session by the Vice-President*
 - c. The SGA Vice-President will chair this meeting; if the SGA Vice-President is absent, the SGA President will chair this meeting
 - i. If both the SGA Vice-President and President have to be absent, the SGA Advisors will pick another SGA Executive Council member to chair the meeting
 - d. After meeting with the council member in question, the remainder of the SGA Council will vote to hold or overturn the decision of removal
 - e. A two-thirds vote of the remainder of the SGA Council is required to overturn the decision of removal
 - f. If an appointed official is removed through this method, they are still eligible to run for an SGA position in the future

Title IV – SGA Elections

Chapter 1: Election Committee

A. General Requirements for Election Timeline

1. The general election for all elected SGA Council Members shall be conducted no later than one (1) month before the first day of Spring Semester Finals.

2. Specific dates on election events must be determined and announced by the Election Committee no later than the third week of the Spring Semester.
3. SGA President shall appoint an Election Commissioner by the end of October.
 - a. This appointment shall be confirmed/denied by a majority vote in the Representative Council voting body
 - b. Ideally, the Election Commissioner should not be a current SGA Council Member
4. The SGA President shall also appoint an SGA Elections Advisor.
 - a. Other SGA Advisors, faculty, and staff may serve on the Election Committee
 - b. This appointment shall be confirmed/denied by a simple majority in the Representative Council voting body
5. The election timeline determined by the Election Committee must be within reasonable expectations of candidates having the opportunity to run for office.

B. Election Committee Procedures/Responsibilities

1. Shall be responsible for setting up, running, and validating all elections.
2. Shall not consist of any members running for office and shall be comprised of no more than eleven (11) members, including at least three (3) current SGA members.
 - a. If there are three (3) or fewer SGA Members eligible to serve on the committee, every eligible SGA Member must serve on the committee.
3. Seeing that all SGA Election Candidates meet and maintain all criteria and qualification requirements.
4. Coordinate the validation of nominating petitions.
5. Have the authority to institute any regulations necessary for the conduct of the election.
6. Must follow the internal document of *Election Committee Procedures*.
 - a. Revisions of this document must be in guidance with the *SGA Bylaws* and *SGA Constitution*
 - b. Revisions must be confirmed by a majority vote of the Election Committee
 - c. Revisions of this document cannot occur within thirty (30) days of the first day of voting, unless due to extenuating circumstances⁴
7. It shall be mandatory for the Election Commissioner to report in person at all SGA Open Meetings and any SGA Closed meetings by request during his/her tenure to report the actions and progress of the Committee.
8. Tenure of the Election Committee and Commissioner terminates after the installation ceremony of the incoming SGA Council.
9. The Election Commissioner can be removed from the committee by a two-thirds (2/3) vote of the SGA Council.
 - a. If this were to occur, the SGA Election Advisor would become the Election Commissioner or will appoint an Election Commissioner
10. Once on the Election Committee, those students shall not be eligible to run the SGA Election that Term, unless decided on otherwise by a majority vote of the Election Committee Membership.

Chapter 2: Election Eligibility

A. Executive Candidates

1. All eligibility under the qualifications holding office in the *SGA Constitution* and *SGA Bylaws*.

2. President and Vice-President candidates must have completed⁷ two (2) academic semesters at ERAU Prescott Campus before being eligible as a candidate to run for office.
3. President and Vice-President candidates must have held a completed or anticipation⁸ of a completed term of office of an officer or leadership position in an ERAU club/organization.
 - a. The Election Committee may determine what does and does not warrant a leadership position
4. Treasurer and Secretary candidates must have completed⁷ one (1) academic semester at ERAU Prescott Campus before being eligible as a candidate to run for office.
5. Each candidate must submit a petition/packet to the location determined by the Election Committee that contains the signatures of students supporting their candidacy by the timeframe set forth by the Election Committee.
 - a. The petition must include the following: student's name, ERAU student email, position(s) desired, and fifty (50) student signatures with respective ERAU email addresses
6. Each candidate must be able to abide by the expectation of the SGA Elections Committee and the *SGA Integration Procedure* to the best of their ability.
7. A candidate cannot be eligible to run if they have been previously removed from any position in SGA.

B. Representative Candidates

1. All eligibility under the qualifications holding office in the *SGA Constitution* and *SGA Bylaws*.
2. Each candidate must submit a petition to petition/packet to the location determined by the Election Committee that contains the signatures of students supporting their candidacy by the timeframe set forth by the Election Committee.
 - a. The petition must include the following: student's name, ERAU student email, position(s) desired, and fifty (50) student signatures with respective ERAU email addresses
3. Each candidate must be able to abide by the expectation of the SGA Elections Committee and the *SGA Integration Procedure* to the best of their ability
4. A candidate cannot be eligible to run if they have been previously removed from any position in SGA.

Chapter 3: Campaign, Elections, Voting, and Tabulation

A. Campaigning

1. All campaign posters, signs, pamphlets, etc. must be approved and stamped or signed by the Election Committee and comply with their posting procedures, or they will be removed
2. Campaigning will not begin until the day following the final candidate meeting.

⁷ See *Title IX – Definitions* for the definition of a *completed academic semester*.

⁸ See *Title IX – Definitions* for the definition of the *anticipation of a completed term*.

3. There will be no campaigning in, on, or within fifty (50) feet of the polling place, or the line of sight of a polling place, during voting hours. This includes posters signs, pamphlets, etc.
4. All candidates will have seven (7) consecutive days of campaigning.
5. Campaigning must be done individually. No more than one (1) candidate's name may appear on a campaigning article or object.
6. Any other campaigning guidelines set forth by the SGA Election Committee

B. Elections

1. All Candidates must abide by the eligibility set in *Title IV Chapter 2* in the *SGA Bylaws*.
2. General elections shall be held to elect a President, Vice-President, Secretary, Treasurer, and six (6) representatives.
 - a. Every SGA Representative defined in *Title I Chapter 3 Section A*, except for the Student Life Representative and Marketing Director, shall appear on the ballot
3. Candidates may only run as an individual and each candidate will appear on the ballot separately.
4. All SGA Council Offices shall be elected by the candidate receiving the plurality of the votes.
5. Election results will be held by the SGA Election Advisor for thirty (30) days.
6. A mass e-mail will be sent to the student body after the election announcing the winning candidates for the entire election as soon as the votes are verified.

C. Voting and Tabulation

1. All full and part-time students are eligible to vote in the general election.
 - a. If paper ballots are used, all students must show their ERAU student ID card to vote.
2. Each undergraduate and graduate voter may vote for up to one (1) candidate for every SGA position except for the Student Life Representative and Marketing Director.
3. The order of the candidates' names shall appear randomized on the ballot.
4. The option of "No Confidence" will be an option for any unopposed elected position.
5. In the case of a tie, a runoff election shall be held to break the tie within one (1) week of the results being released, with only the tying candidates on the ballot.
6. There shall be no write-in candidates on the ballot.
7. Ballots are to be tabulated immediately following the closing of the elections on the final day of voting.
8. The Election Committee and an SGA Advisor or their designee must be present to assist in the tabulation and validation of ballots.

D. Appointment Procedure

1. In the election packet, distributed to SGA candidates by the Election Committee, a page shall consist of an explanation of all appointed positions and a selection box for the candidate to declare a statement like the following:
 - a. I am interested in being the [insert position here].”
2. Election Committee shall hold a list of nominees that have accepted an agreement to the previous statement.
3. Election Commissioner will send written documentation to the current President and President-elect at least forty-eight (48) hours after election results are posted to the University.
4. The President-elect has until seventy-two (72) hours before the last closed meeting of the spring semester to submit their recommendation(s) for all appointed positions.
5. The Vice-President-elect will add the nomination as a discussion item to the SGA Closed Meeting Agenda for the last closed meeting of the Spring semester.
6. During the closed meeting, the nomination discussion item will be led by the President-elect.
7. A vote of a majority of the newly elected Representative Council voting body to confirm the nomination.
 - a. President-elect will notify the newly appointed positions of confirmation or denial
 - b. Under the circumstance the recommendation(s) is denied, then the newly elected SGA Student Council will go through the process in *Title IV Chapter 4 Section B* after the newly elected SGA Student Council is sworn in

Chapter 4: Term of Office

A. SGA Council Members Term of Office

1. The term of office for newly elected Council officials shall begin as set forth by the *SGA Integration Process*.
2. Elected officers shall hold office for one (1) academic year and may be re-elected or superseded by an opponent at the next general elections.
3. All remaining meetings after the general elections in the Spring semester shall be attended by both the old and newly elected members.
4. Only the old members shall have voting privileges until the second to last closed meeting of the spring semester, at which time both the old and the newly elected members shall have voting privileges.
5. The final closed meeting of the spring semester shall accomplish the transferring of office powers and responsibilities from the old to the newly elected members.

B. Position Vacancy

1. Any student may submit an application for any vacant position(s) in accordance with the *SGA Constitution* and *SGA Bylaws*.
2. The Executive Council shall have the power to shift roles as they see fit for vacant positions.
3. If the Office of the President and Vice-President are vacant, then the SGA Council will vote, with a majority quorum vote, on the Treasurer or Secretary.

4. The President shall nominate whom they feel is best qualified for the vacant position(s).
5. The Council shall vote on the President's nominee for the vacant position. The Vice-President has the tie-breaking vote.
6. A majority vote must exist in order for the nominee to be appointed to the vacant position.
7. The President may appoint an Appointed Chair if he/she desires to temporarily fill the vacancy of the Vice-President.
8. The Council has the option to deem "no qualified candidate" and re-open the search.

Title V – SGA Treasury

Chapter 1: Club/Organization Eligibility

A. Clubs and Organizations

1. Must be recognized by the University in order to receive recognition by the Student Government Association.
2. Funding for Clubs/Organizations will be made available through the *SGA Bylaws* and the *SGA Funding Guidelines*.
3. Service Organizations must be recognized by the University in order to receive recognition by the Student Government Association.
 - a. Service organizations must adhere to the following definition:
 - i. A student-run organization that at the heart of its conception provides a needed service to benefit the whole student body rather than the desires of the organization itself
 - ii. Service Organizations must operate consistently with the *SGA Constitution* and *SGA Bylaws*
 - b. Funding for Service Organizations will be proposed at the end of each semester for the following semester's funding
 - c. Tentative budgets and actual monetary requests must be submitted at the deadline as put forward by the SGA Treasurer
4. SCEF will receive \$25/student of the SGA fee charged to students at the beginning of the Fall and Spring.
 - a. The SGA Bylaws will not be able to be changed concerning SCEF funding without a two-thirds (2/3) vote of approval from the SGA Council and a two-thirds (2/3) vote of approval from the voting SCEF members.

Chapter 2: SGA Funds

A. SGA Fee

1. The SGA Fee shall be set at \$100 per semester.

B. Request for Club Funding

1. Request procedures, funding caps, requirements, and all funding regulations shall all be clearly laid out in the *SGA Funding Guidelines*.
2. All funding opportunities and procedures shall be publicized and made readily available for all students.
3. All students shall have readily available access to the *SGA Funding Guidelines*.

C. Request for Student Organization Funding

1. Board of Campus Activities shall submit a proposal the semester before for events occurring the next semester.
2. Guaranteed funding allocations shall be well defined in the *SGA Funding Guidelines*.

Chapter 3: SGA Budget Committee

A. General

1. The SGA Budget Committee shall exist to review the funding allocated to clubs, organizations, and service organizations, as well as to help break down the SGA Budget
2. The SGA Treasurer will chair the Budget Committee.
3. The SGA Treasurer will appoint members to the Budget Committee. These members do not need to be confirmed by the council.
4. The procedure, eligibility, and rules of the SGA Budget Committee shall be well defined in the *SGA Funding Guidelines*.
5. The decisions made by the SGA Budget Committee serve as the final decision regarding club funding in accordance with the SGA Funding Guidelines, and any questions regarding funding should be directed to the SGA Treasurer.
6. The SGA Treasurer should then publicly present the final decisions to the public, as well as distribute the final SGA Budget and Recognized Student Organizations' (RSO) decisions to the Budget Committee for transparency.

Chapter 4: Additional SGA Funding

A. Miscellaneous Funding

1. Organizations or departments may request funding for on-campus events for students.
 - a. A detailed proposal including costs must be presented to the SGA council for their approval prior to any funds being disbursed.
2. Students, organizations, or departments may request funding for SGA-sponsored projects or programs.
 - a. New SGA-sponsored projects or programs will need to have a budget presented or approved before any funds can be expended.
3. Organizations and clubs shall have access to club subsidies.
 - a. The funding cap, procedure, and regulations of SGA Club Subsidies shall all be clearly laid out in the *SGA Funding Guidelines*
 - b. The budget voted on by the council at the beginning of each term will determine the total budget set aside for SGA Club Subsidies
1. The SGA Treasurer shall publicly release the SGA Club Subsidy form to the campus within the first month of each semester.
2. The SGA Treasurer shall set forth a deadline at the very end of the semester for RSOs to turn these forms in.
3. The SGA Treasurer approves and signs all Club Subsidies.

Title VI – SGA Programs/Auxiliaries

Chapter 1: Eagle Squad

A. Purpose

1. Eagle Squad is a program SGA plans, coordinates, and executes in helping on Fall Freshman Move-in-day to gain interaction with the new incoming class.
2. Provides volunteer opportunities for current students, clubs, organizations, faculty, and staff.

B. Execution

1. The Vice-President will oversee the Eagle Squad in accordance with the *Eagle Squad Guidelines* and the Department of Housing and Residence Life.

Chapter 2: Student Outlook Action Resources (SOAR)

A. Mission Statement

1. Through affiliation with the Student Government Association, SOAR will develop leaders on campus by instilling responsibility, granting opportunities, and allowing SOAR members to present themselves in a professional setting while upholding SGA core values.

B. Execution

1. SOAR is an auxiliary program within ERAU Prescott's SGA, falling under the command of the SGA Secretary.
2. SOAR will fall in accordance with the *SOAR Bylaws*.

Chapter 3: Student Treasury

A. Mission Statement

1. Through affiliation with the Student Government Association, the Student Treasury will introduce students to weigh in on the budget, conduct research to improve SGA and its abilities through funding, maintain better communication with club/organizations, better promote treasury events, and weigh in on funding appeals and club tiers.

B. Execution

1. The Student Treasury is an auxiliary program within ERAU Prescott's SGA, falling under the command of the SGA Treasurer.
2. Student Treasury will fall in accordance with the *Student Treasury Bylaws*.

Title VII – SGA Clauses

Chapter 1: University Clauses

A. Anti-Discrimination

1. Embry-Riddle does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by University policy or state, local, or federal law and therefore eligibility for membership or appointed or elected student officer positions may not be limited on any of the above qualities.

B. Arizona Law

1. The laws of the state of Arizona concerning hazing shall be observed, and the non-hazing compliance policy (outlined in the organization re-registration process) will be adhered to.

Chapter 2: SGA Clauses

A. Presidential Clause

1. Throughout the entirety of these Bylaws, if the Vice-President was in question, the President will take that responsibility.
2. Throughout the entirety of these Bylaws, if the President and Vice-President were both in question, the rest of the Executive Council and an SGA Advisor will take that responsibility.
3. Any instance where this applies is clearly signified with an * denotation.

Title VIII – Amendments

Chapter 1: Bylaws Amendments

A. Bylaws Amendment Procedure

1. The Bylaws, in order to be amended, must undergo the process of formal change.
2. A two-thirds (2/3) majority in the Representative Council can amend the Bylaws.
3. Bylaws proposals for amendment must be submitted to all Council Members and made available to the student body.
4. Bylaws should be readily available to the student body no more than five (5) days after an amendment has taken place.

B. Amending the Document

1. When applying ratified amendments to these documents, the process of formal change shall be carried out, which has two (2) options.
 - a. An SGA Advisor must be present to supervise and verify that the changes to the document made accurately reflect the changes that the council voted on
 - b. The council may vote on the entire *SGA Bylaws* document, with all changes highlighted
 - i. Upon ratification, that will become the official *SGA Bylaws*
 - ii. During an SGA Open or Closed Meeting, any changes to the proposed amendments and their wording may be applied before voting is conducted
2. For all amendments to this document, the SGA Committee focused on *SGA Bylaws* is responsible for ensuring that this document is updated on the SGA Website no later than five (5) days after an amendment has taken place.

Title IX – Definitions

Chapter 1: Bylaws Definitions

A. Definitions

1. *SGA Project* – an SGA Project is an improvement to either the campus or SGA. This may necessitate a proposal to be submitted to the council for approval if this project requires funds or changes to the *SGA Bylaws* or any internal documents.
2. *SGA Hours* – hours spent “clocked in”. These are often Office Hours or hours dedicated to SGA work outside of the office (with the exception of quick emails).
3. *Office Hours* – scheduled hours spent in the office working on SGA duties or attentive to any students that may come in at that time.
4. *Extenuating Circumstance* – Circumstances that do not ordinarily arise.
5. *Voting Process of the SGA Council* – The voting process followed is as defined in Robert’s Rules of Order. In the event that voting is on a proposal, the council member(s) presenting the proposal will not be allowed to vote on the approval of that proposal
6. *Action/initiative* – An action can be defined as any piece of legislation that does not fall under a resolution, impeachment, sanction, agreement/pact, and vacancy/removal. This includes but is not limited to proposals of events, budgetary needs defined in *Title V*, SGA Initiatives, etc.
7. *Completed Academic Term* – At the time of running for office, a student has already completed and received grades for that number of academic terms. A Freshman starting in the Fall semester will have one (1) semester completed by the time SGA Elections take place in the Spring. Two (2) Summer terms at the full-time status of six (6) credit hours are equal to one (1) completed academic term.
8. *Anticipation of a Completed Term* – This signifies that a candidate is currently in a leadership position and will have completed a full semester in that leadership position by the end of the semester of the current SGA Election. If a candidate acquires an officer position in the Spring, they meet this qualification and can run that Spring as long as they have that position for the duration of the Spring semester or have already completed a previous officer term.
9. *Appointed Official* – Any SGA Council Member appointed to their position. This could be an appointed official by nature or appointed through a vacancy. This does not include the SGA Election Commissioner.