

Legislative By-Laws to the Constitution of the Student Government Association of Suffolk University

Article I - ELECTIONS

Section 1. All members of the Legislature shall be elected by a plurality vote of their respective classes. The Fall Elections shall be scheduled no later than October 31st by the President of SGA. The General Elections shall be scheduled no later than March 31st by the President of SGA in consultation with the Vice President, and the Assistant Dean of Students.

Section 2. The Student Government President shall serve as Chairperson of the Election Committee. The SGA Vice President and the Assistant Dean of Students, or designee, will assist the President with elections. If an incumbent President or Vice President decides to run, they cannot be on the Election Committee, to ensure impartiality. In the case of an incumbent Executive Board member running for a position in the following year's Executive Branch, the policy will be that the Speaker of the Senior Class will be the Chair of the Election Committee, along with the Senior Class Officers.

Section 3. The election shall be as follows:

- A) Any student who is not on academic probation may draw nomination papers for elective office.
- B) A candidate must be a bona fide member of his/her class.
- C) A candidate must secure themselves through the Election Committee by petitioning the signatures of at least twenty-five (25) undergraduate students, with the recommendation of fifty (50).
- D) Any student may sign any number of petitions.
- E) The members of the Election Committee shall be required to validate all signatures.
- F) Rules and regulations regarding political signs, posters, and the distribution of other such matters shall be in accordance with the University regulations. These rules shall and will be enforced before and during the election. If one violates these rules, they may be disqualified from the election.
- G) All students wishing to vote must have a campus email account and a student I.D. number.
- H) Students may vote only within their own respective class, unless it is for a school-wide constituency. In that case, any member of the undergraduate population may vote.
- I) Each class shall have the same amount of time to vote.
- J) The term of office of the Legislature shall run from five business days after the conclusion of Final Examinations in the Spring Semester, for one full year thereafter.
- K) A written request for a recount of the election can be made to the Chairperson of the Election Committee within forty-eight (48) hours after the posting of the results, excluding Saturdays, Sundays, and

School Holidays.

- ↳ A write-in campaign is allowed if a student misses the deadline. The candidate must receive the plurality of the votes to win.
- M) SGA may institute a maximum of 7 ballot questions per election for the purpose of polling students on various matters. Such questions must be approved by a simple majority vote of the general board before being used on the ballot.
- N) Elections will take place online through a secure and safe internet site that has a signed contractual agreement with the organization. Elections will last for a minimum of three (3) week days or a maximum of five (5) week days. After the election, the results will be posted throughout campus.

Section 4. The appeal procedure shall be as follows:

- A) All matters pertaining to the election, in which there is either a dispute about the outcome of the election, or any charges of wrong-doing, will fall under the Election Committee's jurisdiction.
- B) The Election Committee's decision will stand, unless one of the concerned parties wishes to appeal.
- C) The request for the first appeal must be submitted in writing, to the Chairperson of the Election Committee.
- D) As a recourse, a second appeal may be submitted to the SJRB. The request for an appeal must be submitted to the Chief Justice, no later than two (2) business days after the Election Committee's ruling.
- E) An appeal to the Assistant Dean of Students will be limited to SJRB handling of the case, in which the decision is felt to be arbitrary, unfair, or without basis in fact. The Assistant Dean of Students is the only one who may override SGA.

Section 5. If the election results are altered due to an SJRB decision, an affected party will have the option to appeal as outlined in Article I, Section 4 of the SGA By-Laws.

Section 6. All Candidates are required to attend the fall leadership retreat, or subsequent event planned by Student Government. Failure to attend will result in two absent marks.

Section 7. Executive Board elections will coincide with general elections. The procedure for Executive Board elections are listed under the Executive By-Laws.

Article II – POWERS AND FUNCTIONS OF THE LEGISLATURE

Section 1. The Legislature will have the power to issue legislation on behalf of the Student Body.

Section 2. The Legislature will exercise control over, and approve budgets and requests for funding from any Student Activities *Fee* through the Finance Committee, whose jurisdiction falls under its By-Laws.

Section 3. The Legislature shall have the authority to recognize students' right to assembly, after approval from the Judiciary.

Section 4. The Legislature shall follow the legislative process set-forth in these By-Laws.

Article II – ATTENDANCE POLICY

The attendance policy for the Legislature is outlined in the SJRB By-Laws. As a result, it is SJRB's responsibility to enforce the attendance policy, with assistance from the President.

Article III – MEETINGS

Section 1. Quorum, which will be dictated as half of the general board plus one general member, must be met in order to hold a general meeting.

Section 2. All meetings shall be called by the President. An emergency meeting can be called when a petition is signed by enough SGA members that meet quorum, or by fifty (50) students who request SGA to meet quorum.

Section 3. All procedures shall be conducted according to the latest editions of *Robert's Rules of Order and A Practical Guide to Parliamentary Procedure*, with consensus modifications to apply, as approved by a 2/3 majority vote of the legislature, or unless otherwise stated in the Constitution or SGA By-Laws.

Section 4. The agenda will be produced by the President, and the agenda will be followed in the order presented, unless otherwise voted at the meeting by a simple majority vote.

Section 5. Reconsideration of any previous vote can only be taken if 2/3 of the members approve such an action.

Section 6. During all voting, any request for a "call for divide" count or a roll call vote at meetings must be honored by the President. For a secret ballot vote to be honored, it must require a simple majority vote of the general assembly.

Section 7. The agenda for the general assembly meeting must be published in hard copy and emailed at least twenty-four (24) hours in advance to any regular general assembly meeting.

Section 8. When an Emergency Meeting is called, quorum for the Legislature must be assured before the meeting takes place. This is to be done by SGA members signing that they will be present at a specific date and time. Should they not present themselves, there will be a penalty of two (2) absences

Section 9. The Legislature may only go into Executive Session for strategic planning, or personal or private matters such as a disciplinary matter, (which the defendant may have public if he or she so desires).

Article IV – REMOVING MEMBER FROM OFFICE

Section 1. Any member with motioning rights may move for the removal of any member of SGA during the course of a Regular or Emergency Meeting.

Section 2. A motion for removal requires a second and a third.

Section 3. If the motion to remove was made against the Chair, then the Chair must remove himself/herself from the position of Chair for the duration of the proceedings.

Section 4. For a maximum of five (5) minutes, the member who made the motion shall then state his/her grounds for wanting to have the member removed from their position.

Section 5. The member whom the motion to remove was made against, will then be given a maximum of seven (7) minutes to address the grounds for removal.

Section 6. The member whom the motion was made against must be allowed to remain in the room, if he/she chooses, for the proceedings to continue.

Section 7. The member whom the motion was made against may decide whether or not he/she wants SGA to enter into Executive Session.

Section 8. Before the final vote for removal, the member whom the motion was made against must be allowed to speak for a maximum of fifteen (15) minutes in order to address any additional information that may have come up during the meeting.

Section 9. The member whom the motion was made against shall not be allowed to speak any time other than those outlined in subsections 5 and 8.

Section 10. The motion requires a three-fourths (3/4) supermajority, conducted through secret ballot, in order to pass.

Section 11. If a member misses more than five meetings of the Legislature, they will face a removal hearing only led by SJRB, who is in charge of Attendance Policy. The member may represent him/herself in the removal hearing, as outlined under SJRB By-Laws.

Article V – COMMITTEES

Section 1. All Members of the SGA must be on at least one (1) Standing Committee.

Section 2. Meetings of any Committee coming under the jurisdiction of Student Government can be held at anytime, at the Chairperson's discretion, or by a petition of five (5) SGA Members.

Section 3. All Committees, both standing and ad-hoc, are required to submit a written semester report no later than seven (7) business days following the last SGA meeting of each Academic Semester. The Finance Committee shall submit its report no later than two (2) weeks before the end of the fiscal year. The SGA Secretary shall keep a permanent record of all reports.

Section 4. The SGA shall have the following standing committees:

- A) *Finance Committee* - to deal with all matters concerning allocation of funds as designated by the Finance Committee By-Laws.
- B) *Student Judiciary Review Board* – to deal with all matters of judicial affairs as designated by the Judiciary By-Laws.
- C) *Public Relations* - to deal with all matters dealing with the organization's involvements and publicity.
- D) *Student Affairs* – to deal with all non-academic or housing and facilities issues.
- E) *Academics Committee* - to deal with student concerns and problems in the Sawyer Business School and with student concerns and problems in the College of Liberal Arts and Sciences. This will be subdivided by two Chairpersons for each respective School.
- F) *Housing and Facilities* – to deal with any housing issues, or any physical property issues.

Section 5. Each Committee may write its own By-Laws, which must be approved by a two-thirds (2/3) vote of the Legislature. It is not mandatory for a Committee to have By-Laws enacted.

Article VI – THE LEGISLATURE

Section 1. The Legislature shall consist of the elected Senators of each class—each class totaling no more than nine (9) Senators. Senators must represent the interests of his or her class. The Senators must advocate on behalf of their class by introducing legislation, debating, and voting on legislation within the SGA.

Section 2. All the Senators from any given class shall serve as a body capable of acting independently of the SGA in the form of the Class Council.

Section 3. The Speaker of each class shall serve to direct the efforts of the class. They shall act as a spokesperson for the class, and as a liaison between the SGA and the class. The Speaker for each class shall be elected within the Class Council during a caucus in a general meeting. The class council may remove the Speaker from said class, without being removed from the Legislative seat, by a simple majority vote in the Class Council.

Section 4. Senators-at-Large shall be elected by a specific population of the student body, as designated. These positions shall have full Legislative rights.

Section 5. Members at Large shall have motioning and speaking, but not voting rights on the floor of the Legislature, and may be assigned to a Committee at the discretion of the President. In order to become a Member at Large, a student must attend three (3) SGA meetings, and then be nominated by an SGA member, ultimately being confirmed by a simple majority vote of the SGA.

Article VI – AMENDMENTS TO THE SGA LEGISLATIVE BY-LAWS

A proposal to amend the SGA Legislative By-Laws must be introduced in compliance with this article.

- A. Any member of SGA, voting or special (i.e. Finance Committee Liaisons or Members-at-Large) or any undergraduate with a petition of fifty (50) undergraduate students' signatures may submit an amendment.
- B. The amendment must be drafted in written legislative format detailing the proposed amendment. An amendment must be submitted to SJRB to see if the amendment is Constitutional.
- C. After SJRB reviews the amendment's Constitutionality, it must be posted for at least one (1) week before proceeding for a vote of passage. The amendment shall be sent to the floor of the SGA Legislature, requiring a supermajority (2/3) vote for adoption.

Article VII - REVIEW OF THE SGA LEGISLATIVE BY-LAWS

At a minimum of every three (3) years, beginning with the fall of 2010, the SGA President, in consultation with the executive board, shall be mandated to review these Legislative By-Laws for their effectiveness, relevance, and constitutionality.

Presiding President, Author of Legislative By-Laws
Jared D. Cain, Class of 2008

President Emeritus, Co-Author of Legislative By-Laws
Max A. Koskoff: President, Student Government Association, Class of 2007

