CHAPTER ONE
BY-LAWS of the STUDENT GOVERNMENT ASSOCIATION

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ARTICLE I. STUDENT GOVERNMENT OFFICIALS & BODIES

SECTION 1. Definitions

§1-1.1. Definitions. Within these Statutes, the following definitions shall apply:
(a) "The University", "UNC Charlotte", or "Charlotte" shall refer, unless otherwise noted, to the University of North Carolina at Charlotte.
(b) The "Student Body Documents" shall be defined as the official ratified Student Body Constitution and the enacted Student Government Statutes.
(c) The "Student Government Statutes", "these Statutes" or "SGS" shall be defined as the enacted By-Laws of the three Branches of the Student Government Associations, as well as any Acts which may be essential to its operations.
(d) "Student Body Office" refers to any elected or appointed Office within the Student Government Association.
(e) A "Student Government Official" is any student holding an elected or appointed position within the Student Government Association provided for by the Student Body Constitution or these Statutes, and not explicitly defined otherwise.
(f) A "student in good standing" with the University shall be defined as a student who is not currently on disciplinary probation or higher, as defined by the Code of Student Responsibility, and/or has not been suspended for a violation of the Code of Academic Integrity.
(g) As defined under Chapter 143, Article 33C of the North Carolina General Statutes, a "public body" is any elected or appointed authority, board, commission, committee, council, or other body of the University of North Carolina at Charlotte that (1) is composed of two or more members and (2) exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function".

SECTION 2. Authority

§1-1.2. Authority the Student Body Documents. The Constitution of the Student Body shall be the final authority governing the actions of the Student Government Association and its Officials. The Student Government Statutes exist as a supplement to the Constitution. Whenever conflicts arise between Chapter One of the Student Government Statutes and the other Chapters, Chapter One shall take precedence.

SECTION 3. Rules and Procedures

§1-1.3. General Qualifications for Student Government Officials.
(a) All Student Government Officials shall be chosen from the Student Body pursuant to the Student Body Documents. All Student Government Officials must be students in good standing at the time of their appointment or election, and must remain such for the duration of their term in Office. Additional qualifications for specific offices may be assigned by these statutes.
(b) All Student Government Officials, upon taking Office, whether by election or appointment, shall have and maintain a minimum Grade Point Average of 2.5. Failure to comply with this provision shall constitute an immediate resignation from said office.
(c) Further qualifications for Student Government Officials may be assigned by these Statutes in addition to these General Qualifications, provided such additional qualifications are not in conflict with the Constitution of the Student Body or SGS §1-1.2.

§1-1.4. Dual Office Prohibition. No Student Government Official may serve in more than one Student Body Office at any one time unless specifically provided for in these Statutes.
§1-1.5. Student Government Mission Statement.
Reserved for future use.

§1-1.6. Open Meeting Requirement.
All meetings of public bodies shall be open to all members of the public, except as the closing of meetings to the public is permitted by Chapter 143, Article 33C of the General Statutes of the State of North Carolina.

§1-1.7. Public Body Meeting Records.
In accordance with University Policy Statement #53, all public bodies at UNC Charlotte are required to keep full and accurate minutes of all official meetings, including a general account of any closed sessions. When the minutes and accounts of a meeting are approved by the public body, a copy of the official record of those minutes must be kept and made available for public inspection upon request. Minutes of a closed session may be withheld from inspection only for so long as such inspection would frustrate the purpose of the closed session.

SECTION 3. Transition of Student Government Officials

§1-1.8. The Oath of Office.
All Student Government Officials must be administered an Oath of Office before they may assume the responsibilities and powers of the Office to which they were elected or appointed. The Oath of Office shall read:
"I, (official's name) do solemnly swear (or affirm) that I will faithfully execute the duties of my Office, that I will equitably represent the interests of the Student Body of the University of North Carolina at Charlotte, that I will dutifully uphold University policy, and that I will abide by and preserve the Student Body Documents."

§1-1.9 Administering the Oath of Office.
The Oath of Office shall be administered by the highest ranking Student Government Official in the Branch of which the individual who is to take the Oath is a member. The Oath of Office shall be administered to the Student Body President-elect by the outgoing Chief Justice. The outgoing Chief Justice shall administer the Oath of Office to the incoming Chief Justice. In the event that the outgoing Chief Justice and the incoming Chief Justice are the same individual, the outgoing Attorney General shall administer the Oath of Office to the incoming Chief Justice.

§1-1.10. Inauguration of Student Government Officials.
(a) Student Government Officials elected to Student Body Office in the fall semester shall be inaugurated following the termination of elections, pursuant to the Elections Act. Upon being administered the Oath of Office, new Student Government Officials shall have full use of the powers and responsibilities of their Office.
(b) Student Government Officials elected to Student Body Office in the spring semester shall be inaugurated two weeks following the announcement of Spring General Election results, or one week following the announcement of Spring Run-Off Election results should a Run-Off election be warranted under the Elections Act. Upon being administered the Oath of Office, new Student Government Officials shall have full use of the powers and responsibilities of their Office.
(c) All Student Government Officials appointed to Student Body Office shall be inaugurated following their confirmation to said Office in accordance with these Statutes. Upon being administered the Oath of Office, new Student Government Officials shall have full use of the powers and responsibilities of their Office.

SECTION 5. Student Government Association Conference Committee

§1-1.11. Conference Committee.
(a) There shall be a Student Government Association Conference Committee, which shall be tasked with the oversight, review, amendment, passage, or failure of all legislation referred to it by the Presiding Officer of the Senate. The Conference Committee shall be composed of:
i. the Student Body President and his or her Chief of Staff;
ii. the President of the Student Senate and the President Pro Tempore of the Student Senate;
iii. the Chief Justice and the Chief Attorney General;
iv. the Student Body Treasurer; and,
v. the Advisors for the three Branches of the Student Government Association, who shall be non-voting members of the Committee.

(b) Quorum for the Student Government Association Conference Committee shall consist of a simple majority of voting members. Quorum shall also include one member from each Branch.

(c) Motions made and seconded in the Student Government Association Conference Committee shall be agreed to by a simple majority vote of those voting members present.

(d) Once legislation amending Chapter One of the Student Government Statutes has been introduced to the Student Senate for a first reading, the Presiding Officer must refer it to the Conference Committee, which shall be comprised of:

SECTION 6. Student Body Treasurer

§1-1.12. Qualifications of Candidates for Student Body Treasurer.
In addition to the General Qualifications for Student Government Officials outlined in SGS §1-1.3, candidates for the Office of Student Body Treasurer must have demonstrated an in-depth knowledge of the Powers and Responsibilities of the Student Body Treasurer outlined in the Constitution of the Student Body and the Student Government Statutes, and a working knowledge of Student Government financial procedures.

§1-1.13. Nomination of a Candidate for Student Body Treasurer.
(a) The Student Government Association Conference Committee shall nominate candidates for Student Body Treasurer. The Conference Committee may consider any number of individuals for nomination; however, only one candidate may be nominated by the Conference Committee. Such a candidate shall receive the nomination of the Committee for the Office of Student Body Treasurer upon a majority vote of the Committee. After being nominated, candidates for Treasurer shall be sent to the Senate for confirmation.

(b) Following the Inauguration of Student Government Officials in the Spring semester (SGS §1-1.10(b)), the Student Government Association Conference Committee shall convene for the purpose of nominating a candidate for the Office of Student Body Treasurer. The Conference Committee shall nominate a candidate for Student Body Treasurer no later than one week following the Inauguration of Student Government Officials in accordance with SGS §1-1.10(b).

The Student Senate shall confirm candidates for the Student Body Treasurer no later than two weeks following the Inauguration of Student Government Officials (SGS §1-1.10(b)). Candidates shall be confirmed by a simple majority vote of Senators present. Upon confirmation, the Student Body President shall administer the Oath of Office to the Student Body Treasurer.

§1-1.15. Vacancies in the Office of Student Body Treasurer.
(a) Should the Office of the Student Body Treasurer become vacant during the course of a term, the Conference Committee shall begin the nomination process outlined in SGS §1-1.13(a).

(b) The Student Body President, with the advice and consent of the Student Body Vice President and the Chief Justice, may appoint an Acting Treasurer in the event the Office of Student Body Treasurer becomes vacant for any reason. An Acting Treasurer shall have all the Powers and Responsibilities of the Student Body Treasurer outlined in the Constitution of the Student Body, and the Duties of the Student Body Treasurer enumerated in the
§1-1.16. **Tenure of the Student Body Treasurer.**

The Student Body Treasurer shall serve in that capacity for a period of one year upon being administered the Oath of Office, or until his or her successor has been confirmed and sworn in.

§1-1.17. **Duties of the Student Body Treasurer.**

In addition to the Powers and Responsibilities prescribed to the Student Body Treasurer in the Constitution of the Student Body, the Student Body Treasurer shall:

(a) prepare, in conjunction with the Branches of the Student Government Association, annual budgets to be submitted to the Student Activity Fees Commission for consideration;

(b) serve as the representative of the Student Government Association to the Student Activity Fees Commission;

(c) provide a monthly report, detailing the status of funds budgeted to each Branch, to the Conference Committee and each Branch of the Student Government Association;

(d) ensure all financial policies of the Student Government Association, or the expenditure of any funds budgeted to the Student Government Association or the various student organizations, complies with the budget procedures set forth by the Student Activity Fees Commission;

(e) direct any audits performed by the Student Activity Fees Commission of any chartered clubs, organizations or executive committees; and,

(f) attend, either in person or through one of his or her appointed assistants, all meetings of the Organizational Ways and Means Committee of the Senate.
ARTICLE II. STUDENT GOVERNMENT ETHICS

Reserved for future use.

§1-2.2. Conflict of Interest.
It shall be the duty of all Student Government Officials to recuse themselves from any and all situations in which a conflict of interest may arise.

§1-2.3. Ethics in Leadership Requirement.
Individuals who have previously been impeached pursuant to Article X of the Constitution of the Student Body shall not be eligible to file as a candidate for any Student Body Office. This section shall apply in conjunction with and in addition to any regulations on candidacy outlined in the Elections Act.

§1-2.4. Commitment to Open Meetings.
In honoring the letter, spirit and intent of the Open Meeting Requirement stipulated in SGS §1-1.5, no Student Government Official shall espouse, promote, move or vote in favor of any motion or action that would violate the letter, spirit or intent of the North Carolina Open Meetings Law or the Student Government Statutes.
ARTICLE III. PUBLICATION OF DOCUMENTS

§1-3.1. **Student Body Documents.**
The Student Government Association shall:
(a) publish the Student Body Documents electronically within the first 15 days of the fall semester. Print copies shall be made available upon request; and,
(b) update the Student Body Documents within five class days following the enactment of any amendment to the Student Government Statutes or the passage of any referendum amending the Student Body Constitution. Print copies shall be made available upon request.

§1-3.2. **Numbering System.**
The Student Government Statutes shall be numbered in such a way as to ensure easy navigation and reference. Sections of the Student Government Statutes shall be numbered in the following format: §1-1.1. The first number shall indicate the Chapter of the particular Student Government Statute, the second number shall indicate the article within that Chapter and the third number shall indicate the section within that article. When referenced in the Statutes or elsewhere in any publication of the Student Government Association, the section number shall be preceded by "SGS" (e.g., "SGS §1-1.1").

§1-3.3. **Editorial Supervision.**
Publication of the Student Body Documents shall be supervised by the President Pro Tempore of the Student Senate, the Chief of Staff to the Student Body President, the Lieutenant Chief Justice and any other Student Government Officials as needed.

§1-3.4. **The Student Government Register.**
The Student Government Association shall publish annually, upon the termination of each Legislative Assembly of the Student Senate, a bound volume containing:
(a) the Student Body Constitution;
(b) the Student Government Statutes;
(c) a listing of all Student Government Officials;
(d) all legislation passed by the Student Senate and either enacted or vetoed by the Student Body President;
(e) all agendas, minutes and other documents issued forth from the three Branches;
(f) an annual report submitted by each Branch of the Student Government Association;
(g) a listing of all candidates for Student Body Office in a given Election Cycle and the results of each election as defined by the Elections Act; and,
(h) any other relevant documents pertaining to the Student Government Association and its functions.

SECTION 1. Format of the Student Government Statutes

§1-3.5. **Overall Format.**
The Student Government Statutes shall be formatted in a manner consistent with this Chapter.

§1-3.6. **Fonts and Sizing.**
The Student Government Statutes shall be typed in Times New Roman font. Article headers shall be typed in all capital letters, boldface and 15 point font. Section headers shall be typed in 13 point font. Clause headers shall be typed in 12 point font, with the number of the clause appearing in standard typeface and the written title of the clause appearing in boldface. The text of clauses shall be typed in 11 point font. Any spaces that may appear throughout the Student Government Statutes shall be in 10 point font.

§1-3.7. **Margins and Columns.**
All margins throughout the Student Government Statutes shall be one inch on the top, left and right. Bottom margins shall be 0.7 inches. Section headers and clauses shall be typed in two columns, while Article headers shall appear centered at the top of the page; no Article shall begin midway through any page of a Chapter of the Student Government Statutes. The text of clauses in columns shall be justified.
§1-3.8. **Title Page.**
Each Chapter of the Student Government Statutes shall be preceded by a title page enumerating the number of the Chapter, the title of the Chapter, and the contents of the Chapter.

(a) The number of the Chapter shall be centered at the top of the page, spelled out and typed in all capital letters and 16 point font. Centered on the next line, the name of the Chapter shall be typed in all capital letters, boldface and 24 point font.

(b) One line below the name of the Chapter, the enacted date of the Chapter may be listed, and shall be typed in 10 point font. Below the enacted date, the date of the most recent amendment shall be typed in 10 point font.

(c) One line below the date of the most recent amendment, the word "Contents" shall appear centered on the line and typed in all capital letters, boldface and 15 point font. One line below the word "Contents", the clause headers of the Chapter shall be listed in a two-column format and 11 point font, with the number of the clause appearing in standard typeface and the written title of the clause appearing in boldface. Written titles of clauses, should they spill onto a second line, shall be aligned to begin at the same point on both lines, as outlined in the contents of this Chapter.
ARTICLE IV. AMENDMENTS

§1-4.1. **Introduction of Amendments.**
Amendments to Chapter One of the Student Government Statutes may be proposed by any Student Government Official, regardless of the Branch of the Student Government Association he or she may be a member of. All Officials wishing to propose an Amendment shall submit their amendment to the President Pro Tempore of the Student Senate in the form of a Government Bill, as defined by the By-Laws of the Student Senate. Any Official who may require assistance in the formation of said Government Bill may contact the President Pro Tempore, who shall render services to the Official as needed. The President Pro Tempore must add the legislation to the Docket of the Student Senate.

§1-4.2. **Conference Committee.**
(a) The Student Government Association Conference Committee shall be tasked with the oversight, review, amendment, passage, or failure of all legislation referred to it by the Presiding Officer of the Senate. Once legislation amending Chapter One of the Student Government Statutes has been introduced to the Student Senate for a first reading, the Presiding Officer must refer it to the Conference Committee, which shall be comprised of:
   i. the Student Body President and his or her Chief of Staff;
   ii. the President of the Student Senate and the President Pro Tempore of the Student Senate;
   iii. the Chief Justice and the Chief Attorney General; and,
   iv. the Advisors for the three Branches of the Student Government Association, who shall be non-voting members of the Committee.

(b) Quorum for the Student Government Association Conference Committee shall consist of a simple majority of voting members. Quorum shall also include one member from each Branch.

(c) Motions made and seconded in the Student Government Association Conference Committee shall be agreed to by a simple majority vote of those voting members present.

§1-4.3. **Ratification of Amendments.**
(a) Upon the passage of Amendments to Chapter One of the Student Government Statutes in Conference Committee, the Executive and Judicial Branches of the Student Government Association shall ratify the Amendment upon the consent of a simple majority of those Student Government Officials within each Branch.

(b) Upon the ratification of Amendments to Chapter One of the Student Government Statutes by the Executive and Judicial Branches of the Student Government Association, those Amendments shall be brought before the Student Senate for a second reading and final passage by simple majority.

(c) No Branch may amend or otherwise alter the Amendment brought before them once it has emerged from the Conference Committee. Should one or more of the Branches not ratify the Amendment, it shall not be agreed to, and may not be included in this Chapter.

(d) All Amendments to Chapter One of the Student Government Statutes, having been duly ratified by the three Branches of the Student Government Association according to these Statutes, must be brought before the Student Body President, who must affix his or her signature upon the Amendment, thereby codifying it into the Student Government Statutes.