

**UNIVERSITY OF NORTH ALABAMA
STUDENT GOVERNMENT ASSOCIATION
CODE OF LAWS**

TITLE I. Construction, Definition, and Interpretation of and Compliance with the Laws

Chapter 1 System of Student Government Association (SGA) Code of Laws to be observed in the official codifications of said laws as established by law

1.1 There shall be titles, each dealing with related and similar topics and each composed of a number designated chapters, as follows:

TITLE I.	(1-99)	Construction, Definition, Interpretation of and Compliance with the Laws
TITLE II.	(100-199)	Qualifications
TITLE III.	(200-299)	Absenteeism
TITLE IV.	(300-399)	Ethics
TITLE V.	(400-499)	Executive Branch
TITLE VI.	(500-599)	Legislative Branch
TITLE VII.	(600-699)	Committees
TITLE VIII.	(700-799)	Inter-Presidents Council
TITLE IX.	(800-899)	Freshman Forum
TITLE X.	(900-999)	Judicial
TITLE XI.	(1000-1999)	SGA Web and Graphics Coordinator
TITLE XII.	(2000-2999)	SGA Historian

Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 99 may be divided into sections as 99.1, 99.2, etc. Each section may in turn be subdivided by means of further decimal places for as many subsections as are necessary. For example, 99.21, 99.22, 99.23, etc., and 99.201, 99.202, 99.203, etc.

1.2 The Legislative Affairs Chair, SGA Secretary, Senate Advisor, and Chief Justice shall have access to copies of the Code of Laws on computer.

REVISED AS OF May 4, 2024

behalf of the Student Body.

- 400.6 To present a written and oral report to the SGA Senate of any statements given on behalf of the Student Body within two weeks after the statement is given. The President has full discretion when deciding if any sensitive information is eligible to be shared.
- 400.7 To preside over, consult with, and call meetings of the Executive Cabinet.
- 400.8 To present to the Student Senate, through the Vice President, any message of disapproval of Senate legislation explaining a presidential veto at the Student Senate meeting following the veto.
- 400.9 To perform other duties as designated by the SGA Senate with approval of two-thirds (2/3) vote of the members present of the Student Senate.
- 400.10 The President may call a special session of the Senate, with approval of 2/3 of the Executive Committee, if there is emergency business that must be conducted before the next regularly scheduled Senate meeting. Excuses for missing special sessions called shall be expanded to include anything deemed appropriate by the Executive Committee.
- 400.11 The President has the right to appoint a Chief of Staff to assist with SGA activities involving all branches. Duties of the Chief of Staff will include, but are not limited to, scheduling of appointments, meeting preparation, communication assistance with university and community, and other duties as requested by the President.
- 400.12 The President has the right to appoint an SGA Communications Director to serve in improving communications from SGA on campus and in the community and also providing marketing services for all branches of SGA as seen fit. These duties include, but are not limited to, photography of events, headshots for SGA members, promotional videos, and assistance in recruiting for SGA as a whole.
- 400.13 The President has the right to appoint a Diversity and Inclusion Advocate to communicate with University Departments and Registered Student Organiz5 Td(c)6 (o)2 0 Tw 2.8 .00

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- 401.3 To perform duties assigned by the President or by the SGA Senate.
- 401.4 To refer bills to standing or special committees for consideration.
- 401.5 To act as presiding officer of the meetings of the Student Senate.
- 401.6 To affirm the jurisdiction of a committee proposing legislation, which that committee has already considered, or to refer said legislation to another committee.
- 401.7 To sign bills passed by the SGA Senate and forward them to the SGA President within 24 hours after approval by the Senate.
- 401.8 To read to the Student Senate any message of disapproval from the SGA President at the next meeting following a SGA presidential veto.
- 401.9 To preside over, consult with, and hold a weekly meeting with the standing committee chairpersons at a designated time.

Chapter 402 Duties of the Secretary

- 402.1 To perform the duties outlined in the SGA Constitution and Code of Laws.
- 402.2 To keep a complete and permanent record of all the proceedings of the Student Senate.

402.12 To prepare and distribute, prior to each Senate meeting, a copy of the previous meeting's minutes to each member of the SGA.

402.13 To serve as a court reporter at all SGA Judicial Branch hearings.

402.14 To oversee the coordination of the Past Presidents' Breakfast and Officer Transition Ceremony.

Chapter 403 Duties of the Treasurer

403.1 To perform the o

- 404.3.7 The SGA Communications Director shall receive a \$225.00 payment once in the Fall semester and once in the Spring Semester, provided by the SGA Senate Budget
- 404.3.8 The SGA Historian shall be paid \$225.00 annually, paid at the end of each semester provided by the SGA Senate budget.
- 404.3.9 The SGA Chairs, Pro Tempore, and Chief of Staff shall receive a \$225.00 payment once in the Fall semester and once in the Spring semester, starting the semester after they are installed.

Chapter 405 SGA Executive Officers Hours

- 405.1 The SGA President, Vice President, Treasurer, and Secretary must post office hours on the SGA office doors within two weeks of the beginning of every semester during their time in office. The SGA President shall be in the office no less than ten (10) hours per week. The Vice President, Treasurer, and Secretary shall be in their offices no less than (5) hours per week. These hours must be logged during the week between Monday and Friday and between the hours of eight (8) a.m. and eight (8) p.m.

Chapter 406 Executive Council Expenditures

- 406.1 Any expenditure of money by the SGA Executive Council for everyday expenditures such as office supplies, copies, and phone calls shall not be presented before the Senate body.
- 406.2 Any expenditure of money by the SGA Executive Council for Senate in excess of everyday expenditures shall be tative

503.2 With good cause stated, the Senate may suspend provisions of Robert's Sen o

student body to vote.

Chapter 505 SGA Advisor

505.1 An Advisor to the Student Senate shall be selected as indicated by Article III Section 7 of the SGA Constitution.

Chapter 506 Special Powers of the Student Senate

506.1 To propose and implement legislation which concerns the student body as a whole.

506.2 To initiate impeachment proceedings against any member of the Legislative, Executive, and Freshman Forum branches by a two-thirds (2/3) vote of the members present.

Impeachment

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President will fill by appointment and approval by two-thirds (2/3) vote of the members present of the Student Senate.

Chapter 602 Academic Affairs Committee

602.1 The Academic Affairs Committee shall be composed of three (3) members from the Student Senate, which includes the chairperson who shall serve on the Shared Governance Undergraduate Curriculum Committee.

602.2 The committee will seek to improve the academic experience of the student body by meeting with Academic Affairs and other university departments, hearing student

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604.1 The Budget Oversight Committee shall be composed of four (4) student senators including the chairperson and one (1) faculty member.

604.2 Duties

state representative to make at minimum one (1) written contact via letter or email and one (1) telephone conversation with the representative per semester.

- 605.2.2.2 The members of the Legislative affairs Committee are expected to utilize a strong base of knowledge of higher education funding in communication with elected officials to advocate for equitable funding for The University of North Alabama from the state legislature.
- 605.2.3 The SGA Advisor shall be the official contact between the SGA and the Chamber of Commerce and will be responsible for assigning students to each standing Chamber committee.
- 605.2.3.1 The Chairperson shall be the official liaison between the Chamber of Commerce.
- 605.2.4 The committee shall have meetings as needed with representatives from the Chamber of Commerce to conduct any needed business.
- 605.2.5 The Committee shall maintain the up to date Code of Laws, ensure passed legislation is updated in the Code of Laws, and 0.004 p88 0 Tds

610.2 The Roll Over Committee will consist of an SGA Budget Oversight member, the Vice President for Senate, and the SGA President as voting members and the SGA Senate

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- 800.1 The purpose of the Freshman Forum is to provide education and leadership opportunities for freshman at the University of North Alabama.
- 800.2 The Freshman Forum shall be composed of no more than forty (40) students of freshman classification who have neither completed more than one semester at the University of North Alabama nor more than thirty-one (31) semester hours of credit.
- 800.3 The Freshman Forum will meet every other Wednesday at 5:00 p.m. in a designated meeting area. Committee Meetings will take place on the alternate weeks of the meetings of the Freshman Forum.
- 800.4 Members of the Presidential Mentors Academy at UNA may be excused from the last weekly meeting of the Freshman Forum every month if meeting times conflict. The exceptions include any delegate; a chairperson may be excused after providing advisors with a detailed plan for meeting proceedings in their absence.
- 800.5 Freshman Forum members shall serve no more than one (1) academic year. Freshman Forum members must serve the entirety of the academic year.
- 800.6 The Freshman Forum shall be overseen by the Senate Freshman Forum advisors.
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903.4 In order to ensure fairness, both the accuser and the accused will have five business days from the date of confirmation to prepare a response. A hearing will take place no later than 10 business days after confirmation. Confirmation occurs after the accused has notified the Student Court that they have received their summons. The Student Court will use any and all forms of communication permitted. If the accused fails to recognize the summons after five days of notification the accused will have their hearing no later than ten business days following the date of notification. Should either party require more time to prepare its case, then either party may make a personal appeal to the Chief Justice for more time.

903.5 The hearing shall be attended by the Chief Justice, Student Court, and the Judicial Clerk as well as the accusing and defending party, witnesses (maximum of five per party), the SGA Judicial Advisor or (in his or her absence) the SGA Advisor. Both parties may have their advisor present if applicable. The advisor may converse with his/her advisee and may not address any other person involved in the hearing. The accused and accusing parties may request more witnesses by personal appeal to the Chief Justice before the hearing. All hearings will be made public. Executive session is permitted when dealing with material that is deemed sensitive or defacing of a party's good name. The accused and accusing parties may request executive session during the hearing and may also request who will be permitted to stay.

903.6 A documented recording of all hearings shall be made. The recording will be copied, one with the identification of all parties involved and one without. 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Chapter 2000 Duties of the SGA Historian

- 2000.1 The SGA Historian shall work directly under the office of the SGA President and the SGA Advisor.
- 2000.2 To maintain a history of the SGA and UNA throughout their term.
- 2000.3 To present a new volume of the “The Students’ History of UNA” for approval by 2/3 Student Senate at least three (3) weeks before spring inauguration.
- 2000.4 To publish a new volume of “The Students’ History of UNA” every year digitally and/or physically for public access.
- 2000.5 To attend every Student Senate meeting and act as a resource to the Student Senate by providing historical information during Student Senate meetings when appropriate.

Chapter 2002 Appointments

Engagement.

3000.4 In addition, Executive Branch members shall attend one (1) training session with the ODEI and one (1) leadership and teambuilding session.