

**BYLAWS**  
**OF THE**  
**STUDENT GOVERNMENT ASSOCIATION**  
**OF**  
**JAMES MADISON UNIVERSITY**

**PREAMBLE**

Recognizing our responsibility to actively participate in the decision-making process, we the students of James Madison University do ordain and establish a Student Government Association which will promote the ideals of this university, ensure unity through diversity, become the student voice to the faculty and administration, inform, educate, serve and represent the ideas, opinions and concerns of this student body within the precepts of James Madison University's governance system.

**ARTICLE I: STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

In adherence to the James Madison University Student Bill of Rights and Responsibilities, it shall be the commitment and responsibility of the Student Government Association to protect and support the rights of all undergraduate and graduate degree-seeking students within the James Madison University community.

**ARTICLE II: GENERAL ASSOCIATION**

The Student Government Association shall represent all undergraduate and graduate degree-seeking students enrolled at James Madison University.

**ARTICLE III: EXECUTIVE LEADERSHIP TEAM**

The Executive Leadership Team shall be composed of the Student Body President, Student Body Vice President, Student Body Executive Treasurer, and the Speaker of the Student Senate.

**SECTION 1: EXECUTIVE COUNCIL**

The executive power of the Student Government Association will be vested in the Executive Council and shall be composed of the Student Body President, Student Body Vice President, and Student Body Executive Treasurer.

**Meetings**

1. The Executive Council shall meet at the discretion of the Student Body President or by petition of two voting members of the Executive Council.
2. Two-thirds of the Executive Council shall constitute a quorum.

### **Power and Duties**

1. They shall handle all administrative responsibilities of the Student Government Association and all other powers and duties granted to them by the administration of James Madison University.
2. Members of the Executive Council may serve only one term within the council.
3. They shall either vote to veto or approve all resolutions from the Student Senate.
4. They shall take care to see that all resolutions passed by the Student Senate and the Executive Council are faithfully executed.

## **SECTION 2: STUDENT BODY PRESIDENT**

### **Eligibility**

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good academic standing shall be eligible for election as President of the Student Government Association.

### **Powers and Duties**

1. Their duties shall include relaying student concerns to the James Madison University administration and overseeing all Student Government Association activities and inquiries.
2. This person shall preside as chairperson of the Executive Council and of the Student Government Leadership meetings.
  - a. This person shall ensure that all meetings of the Executive Council and the Student Government Leadership meetings are open to the public at all times with time and location of said meetings publicly available beforehand. With the exception of sensitive disciplinary procedures.
3. This person shall delegate tasks when needed to the Chief of Staff.
4. This person shall supervise and meet regularly with both the Chief of Staff and the Communications Director.
5. This person shall have the power to add and/or subtract Staff positions with the consent of two-thirds of the Student Senate. The President cannot subtract positions stated in the *Constitution and Bylaws of the Student Government Association*.

## **SECTION 3: STUDENT BODY VICE PRESIDENT**

### **Eligibility**

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing shall be eligible for election as Vice President of the Student Government Association.

### **Powers and Duties**

1. This person shall appoint and oversee student members to all University Commission and Committee meetings and external appointments and report to the Executive Council and to the Student Senate all issues that arise in these meetings. This person shall be held responsible for all University Commission and Committee meetings in which no student was appointed.
2. Should a vacancy occur in the office of the Student Government Association President, this person shall assume all responsibilities of that office until a new election can be held as stipulated by the *Bylaws of the Student Government Association*.
3. This person shall relay student concerns to the James Madison University administration.
4. This person shall serve as the Director of Class Council and carry out duties associated with that position which shall include overseeing Class Council events.
5. This person may temporarily fill any vacancies within a Class Council until an election can install a new member.

## **SECTION 4: STUDENT BODY EXECUTIVE TREASURER**

### **Eligibility**

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing shall be eligible for election as Executive Treasurer of the Student Government Association.

### **Powers and Duties**

1. This person shall be responsible for and oversee the Finance Team.
2. This person in conjunction with the Finance Team and the Treasurer-Elect shall craft the proposed annual budget and present it to the Student Senate for viewing and appropriate administration for approval.
3. This person shall express approval to fiscal prostaff for all purchase orders, travel authorizations, etc. made by the Student Government Association.
4. This person shall be responsible for all donations given to the Student Government Association.

5. This person shall be responsible for maintaining and overseeing all inventory held by the Student Government Association.
6. This person shall be responsible for the publicly display of updated budgets of all Front-End Budget (FEB) organizations, Program Grant Funds, and Contingency Funds.
7. This person will be responsible for all internal financial proceedings.
8. This person shall oversee the Finance Chairperson to follow all proceedings for grant funding.
9. This person shall oversee the FEB Liaison and FEB process.
10. They shall attend one Student Affairs Board of Visitors meeting in a year.
11. They shall attend one public Board of Visitors Finance Committee meeting a semester.
12. This person shall prepare and present a presentation on:
  - i. FEB funds,
  - ii. The SGA grant process,
  - iii. Internal funds,
  - iv. Any other relevant information if asked to do so by:
    1. The James Madison University Vice President of Finance,
    2. The Associate Director of Business Services,
    3. Any relevant administrative personnel.
13. This person shall hold regular staff meetings with the SGA Finance Team and any Fiscal Professional staff of the Student Life Office of the University.

## **SECTION 5: SPEAKER OF THE STUDENT SENATE**

The Eligibility, the Selection, and the Powers and Duties of the Speaker of the Student Senate will be stipulated in *Section 3: Speaker Of The Student Senate Article V: Student Senate of the Constitution of the Student Government Association.*

## **ARTICLE IV: LEADERSHIP TEAM**

### **SECTION 1: COMPOSITION OF THE LEADERSHIP TEAM**

The Leadership Team shall be composed of the Executive Leadership Team, the Senior Leadership Team, and the following positions: the Community Outreach Liaison, the Election Commissioner, the Faculty Senate Liaison, the Front-End Budget Liaison, the Historian, the Sergeant-at-Arms, and the Student Representative to the City Council. The Leadership Team shall additionally include the Class Council Presidents. The Student Body President may additionally appoint members to the Leadership Team at their discretion.

## **SECTION 2: COMPOSITION OF THE SENIOR LEADERSHIP TEAM**

1. The Senior Leadership Team shall be composed of the Executive Leadership Team and the following:
  - i. Academic Affairs Chairperson
  - ii. Chief of Staff
  - iii. Communications Director
  - iv. Diversity, Equity, Inclusion, Justice, and Accessibility Chairperson
  - v. Finance Chairperson
  - vi. Legislative Affairs Chairperson
  - vii. Membership Chairperson
  - viii. Parliamentarian
  - ix. University Services Chairperson
2. The Executive Leadership Team shall choose and appoint all members of the Senior Leadership Team.
3. Should a tie occur during the selection process of leaders and staff, the final say shall come to the direct supervisor of said position.
4. Each respective committee or team must approve their Chairperson Pro Tempore or the Director Pro Tempore on the first meeting by a two-thirds vote. If this does not occur the Executive Leadership Team shall select a new Chairperson Pro Tempore or Director Pro Tempore to go through the same process.

## **ARTICLE V: STUDENT SENATE**

All legislative functions concerning Student Government Affairs will be vested in the Student Senate of the Student Government Association.

### **SECTION 1: STUDENT SENATE**

#### **Meetings**

1. Meetings shall be conducted on a weekly basis with the exception of holidays and final exams. The Speaker of the Student Senate shall have the authority to cancel any Student Senate meeting. When a Senator has not been elected and confirmed as Speaker of the Senate, the President shall have the authority to cancel any Student Senate meeting. A special Student Senate meeting will convene after spring minor elections with the newly elected and appointed members in order to select the Speaker of the Student Senate Pro-Tempore for the following year. The current Parliamentarian shall lead this meeting.
2. Special meetings may be called at the discretion of the Speaker of the Student

- Senate or by petition of the majority of the membership.
3. Voting eligibility for the first Student Senate meeting of the year shall be limited to all Student Government Association Senators who have not lost a seat in the previous election cycle.
  4. A quorum of the Student Senate shall be constituted by two-thirds of the Student Senate seats filled.

### **Voting Membership**

The Student Senate shall be composed of Academic College, Class Council, At-Large, and Graduate Senators.

1. Academic College Senators
  - i. There shall be a maximum of two (2) Academic College Senators for each respective College.
  - ii. Vacant Academic College seats shall not be counted in quorum.
  - iii. A special election for these seats can coincide with a normal fall or spring election. If a Senator is elected during the Fall Semester, their term will expire after the last Senate of the academic year.
  - iv. Academic College Senators shall be a Senator and have all the duties of said position. They shall serve on the Academic Council in addition to the Senator Standing Committee requirement.
  - v. Should an Academic College Senator be selected for a Senior Leadership Team position, they will relinquish their title as an Academic College Senator to serve on the Senior Leadership Team.
2. Graduate Senators
  - i. The Graduate Senators shall represent the graduate students at James Madison University and will be limited to a total of two (2) Graduate Senators from the Graduate School.
  - ii. If there is a vacant Graduate Senate seat in the senate, a graduate student may apply for that seat through the Executive Leadership Team.
3. At-Large Senators
  - i. At-Large Senators shall submit an application to the Speaker of the Student Senate. Applications shall be reviewed by the entirety of the Executive Leadership Team and they shall make a decision as to which applicants shall receive seats by a three-fourths vote.
  - ii. There shall be a minimum of 9 At-Large Senators.
4. Class Council
  - i. Each class shall elect four class officers, including a: President, Vice President, Secretary of Communication, and Administrative Secretary.

- ii. Class Council Officers shall be a Senator and have all the duties of said position. They shall additionally fulfill the roles of their respective position.
- iii. Vacant Class Council seats shall not be counted in quorum.
- iv. There shall be sixteen seats available to Class Council members once elected to office.
- v. Should a Class President be selected for an additional Leadership Team position, they will relinquish their title as a Class President to serve their Leadership Team position.

## **SECTION 2: SENATORS**

### **Eligibility**

Any full-time or part-time student of James Madison University actively pursuing an undergraduate or graduate degree in good standing shall be eligible for election as Senator. As a protection against any conflicts of interest, the members of the Student Government Association's Executive Council shall be ineligible for election or appointment to the position of Senator.

### **Powers and Duties**

1. Each Senator must abide by the most recent *House Rules of the Student Government Association*.
2. Each Senator shall have one vote in the Senate on any matter that requires a vote.
3. Each Senator shall serve on at least one committee. Class Council does count as a committee for Class Council members.
4. Each Academic College Senator shall be a voting member of their respective committee and should act as a liaison between these groups and the Student Government Association.
5. Each Graduate Senator and Academic College Senator must all take part in an open discussion forum with their constituency the final Tuesday prior to Thanksgiving break. These forums will be held in an advertised, on-campus meeting location during Student Senate hours. At-Large Senators will be assigned to work with specific Graduate Senators or Academic College Senators in the planning and execution of their town halls at the discretion of the Speaker of the Student Senate.
6. Each Senator will sign the following pledge: I (fill in your name) will represent the interests of the James Madison University Student Body. I will voice the concerns of my constituency and uphold the Constitution of the Student Government Association. Through leadership, activism, and commitment, I will maintain the integrity of the Student Senate for the benefit of the students of James Madison University.

## **SECTION 3: SPEAKER OF THE STUDENT SENATE**

### **Eligibility**

Any full-time or part-time student Senator of James Madison University, who prior to the election date, has completed one full semester, and is in good standing, shall be eligible for election as the Speaker of the Student Senate.

### **Selection**

A Speaker Pro Tempore of the Student Senate shall be elected by a majority vote of the Senate at the first meeting of the year. The Speaker will then be confirmed by a majority vote in the first full meeting of the fall semester. If the Speaker Pro Tempore of the Student Senate fails to garner enough votes, the Student Senate shall choose a speaker consistent with the current method of selection. If the election is not decided on the first ballot, a run-off election between the two top candidates shall be held.

### **Powers and Duties**

1. The Speaker of the Student Senate shall serve as chairperson of the Student Senate.
2. The Speaker of the Student Senate shall attend all Executive Council meetings, and shall serve as a non-voting, ex officio member.
3. The Speaker Pro Tempore of the Student Senate shall give a report of progress made during the summer recess in relation to this person's duties before the confirmation vote.
4. This person shall supervise and meet regularly with the Legislative Affairs Committee Chair, Membership Committee Chair, University Services Committee Chair, Diversity, Equity, Inclusion, Justice, and Accessibility Chair, the Academic Affairs Committee Chair, and the Rules and Elections Committee Chair.
5. This person may temporarily fill any vacancies in Academic College Senate seats, up to two weeks after an election, until an election can install a new member.

## **SECTION 4: REPRESENTATIVES**

### **Eligibility**

Any degree seeking undergraduate or graduate student enrolled at James Madison University in good standing shall be eligible for the position of Student Representative of the Student Government Association.

### **Powers and Duties**

1. Each Student Representative shall act as a liaison between the Student Government Association and the James Madison University community.



2. Student Representatives must attend respective committee meetings.
3. Student Representatives may not vote in the Senate.

## **ARTICLE VI: CLASS COUNCIL**

The Class Council Officers shall be composed of a President, Vice President, Secretary of Communication and the Administrative Secretary for each of the four respective classes. Class Councils shall serve as organizing bodies for class activities and shall be composed of members of the particular class that it represents. Each elected member of the four Class Councils will also be a Senator in the Student Senate with all powers and duties of a Senator. They shall be required to meet with the Vice President.

### **SECTION 1: CLASS OFFICERS**

Should a vacancy occur in a class officer position, the order of succession is the order listed above. This person shall assume all responsibilities of that office until a special election can be held. The special election will follow the election rules outlined in the Bylaws of the Student Government Association. In the event that a special election cannot be held in a prompt manner, the Vice President is granted emergency powers to appoint any Student Government Association members to the relevant Class Council.

#### **Eligibility**

Any full-time or part-time undergraduate student of James Madison University in good academic standing may be elected to a class officer position for their respective class.

#### **Duties of the Class President**

1. This person shall preside over and set the agenda for Class Council meetings and activities.
2. This person shall attend the first Leadership Meeting of each month.
3. This person shall maintain the class budget.
4. This person shall delegate “discretionary projects” and further roles.
5. This person shall represent the class at any relevant event or to any relevant party.
6. This person shall contact the Student Body Vice President and any other relevant party.

#### **Duties of the Vice President**

1. This person shall preside over the Class Council meetings in the absence of the Class President.
2. This person shall serve as the leader of discretionary projects the respective class may undertake.

3. This person shall assist the President in any activities and responsibilities the President may not be able to attend.
4. This person shall be responsible for logistical needs of the Class.

#### **Duties of the Secretary of Communication**

1. This person shall be responsible for submitting requests and relaying pertinent information to the Communications Team.
2. This person shall be responsible for all official marketing for the respective class.
3. This person shall be responsible for managing social media.
4. The Freshman Class Secretary of Communication shall manage the incoming class' social media.

#### **Duties of the Administrative Secretary**

1. This person shall keep event records (pictures, reports after events, special collections, etc.).
2. This person shall keep minutes of meetings.
3. This person shall provide administrative support to the class council.

## **ARTICLE VII: DISCIPLINARY PROCEDURES**

### **SECTION 1: GROUNDS FOR IMPEACHMENT**

#### **Executive Council Officers, Senators, Class Officers, Speaker of the Student Senate, Student Representatives, and Parliamentarian**

1. May be impeached for not meeting the eligibility requirements, qualifications, and/or powers and duties stipulated in the Constitution and/or Bylaws.
2. May also be impeached for neglect of duty of that office stipulated by House Rules.

### **SECTION 2: COMMITTEE CHAIRS, STAFF, AND SPEAKER OF THE STUDENT SENATE**

1. The Chairpersons, Directors, and the Speaker of the Student Senate may be removed from chairpersonship or directorship (however, not from elected office) by a two-thirds vote of their committee or the Student Senate.
2. The Parliamentarian can be dismissed by unanimous consent by their committee.
3. Chairpersons, Directors, and Staff and all other appointed officials not otherwise mentioned in the Constitution, who are deemed to have violated their *Executive Contract*, will be removed from their position.

## **SECTION 3: REMOVAL FROM OFFICE**

Executive Council Officers, Senators, Speaker of the Student Senate, Student Representatives, Class Council Officers, and the Parliamentarian shall be removed from office following a guilty verdict at an impeachment hearing.

### **Procedures**

1. Investigation and Preliminaries to the Hearing
  - i. To begin impeachment proceedings against any Executive Council Officer, Senator, Class Officer, Student Representative, or Speaker of the Senate, a motion to begin an investigation must originate in the Student Senate and must carry a majority vote. If said motion is directed at the presiding officer (Speaker of the Senate), the officer must vacate the chair in favor of the next officer in the order of succession.
  - ii. The Rules and Elections Committee shall act as the investigating committee. This committee shall decide whether there is evidence to impeach and, if the committee finds it desirable to proceed with the hearing, formalize the charge(s) and specifications. If the motion is directed at the presiding officer (Speaker of the Senate), these duties shall be relinquished to the Membership Committee Chairperson.
  - iii. The accused Executive Council Officer, Senator, or Speaker of the Student Senate, Class Officer, or Student Representative shall receive written notice that informs this person of the time and place of all the charges and specifications against them.
  - iv. The accused Executive Council Officer, Senator, or Chairperson Pro Tempore, Class Officer, or Student Representative shall be given at least two weeks to prepare their defense.
  - v. If the Student Senate votes to begin impeachment hearings against the Parliamentarian, Sergeant-at-Arms, Elections Commissioner, or any member of the Rules and Elections Committee, they must recuse themselves from the committee immediately.
  - vi. The Sergeant-at-Arms shall act as chair of the Rules and Elections Committee and Parliamentarian during the investigation if the Parliamentarian (Rules and Elections Committee Chair) faces an impeachment hearing.
  - vii. The Speaker of the Senate shall nominate replacements to fill the vacancies of the Elections Commissioner and/or the Sergeant-at-Arms if necessary. These appointments shall be confirmed by a 2/3 vote by the student senate. Members may resume their duties if the Rules and Elections Committee finds there is

insufficient evidence to impeach or if the Student Senate votes during the hearing to acquit them of the charge(s) and specifications.

2. Hearing
  - i. The committee shall draw up a petition of impeachment and copies shall be made available to all members immediately prior to the hearing.
  - ii. The Student Senate shall try the accused Executive Council Officer, Senator, Class Officer, Student Representative, or Chairperson Pro Tempore.
  - iii. The proceedings of the hearing shall be held in utmost secrecy and the decision of the Student Senate is final.
  - iv. The order of the hearing shall be set forth in *Robert's Rules of Order, Newly Revised*.

#### **SECTION 4: SANCTIONS ON BEHAVIORAL MISCONDUCT**

In the case of behavior that is deemed harmful to the environment of the Student Government Association (i.e., threats, harassment, discrimination, Hazing); when allegations of such misconduct are brought forth, they will be brought directly to the Parliamentarian and Rules and Elections Committee, and an investigation will be opened accordingly.

1. The Rules and Election Committee will first have an internal meeting to determine if there is evidence and a case to be brought forth.
  - i. Then the committee will determine the suggested sanctions that the accused individual would be facing based on the evidence gathered.
2. The accused will then be sent written notice and notified of the accusation and charges they could potentially face. They will have the ability to reply to the notification and appeal a decision within 48 hours of receiving the email.
  - i. It is the responsibility of the Parliamentarian to speak with the advisor about the investigation, and the advisor should be included in the email regarding the investigation and sanctions faced.
3. If the accused decides to appeal the sanctions, then a hearing will be scheduled, and the committee will then be based on a two-thirds vote will decide whether or not to keep the sanctions the same as expressed in the notice or lessen them. The SGA advisor must be present at this meeting.
4. After the committee makes a decision on the sanctions, this decision will be put to an Executive Leadership Team vote, a two-thirds vote shall decide whether the sanctions will stand or will be rejected. A Student Government Association advisor must be present at this meeting.

## **SECTION 5: ABSENCES**

The attendance policy shall be stipulated in the *House Rules of the Student Government Association*.

## **ARTICLE VIII: MEMBERSHIP**

### **SECTION 1: NON-DISCRIMINATION STATEMENT**

Membership in this organization is open to all JMU students and will not be restricted on the basis of age, ability, ethnicity, gender, national origin, race, color, religion, veteran status, sexual orientation, gender identity, or political affiliation except in circumstances outlined in federal and state laws.

### **SECTION 2: MEMBERSHIP STATUS**

1. Active Members shall fulfill the requirements of their position.
2. Members may apply for inactive status each semester by informing the Membership Chair of their inability to fulfill their position. The Membership Chair shall have the discretion to grant inactive status to individual members and they will not be eligible to fulfill the duties of their position.

## **ARTICLE IX: ADVISERS**

### **SECTION 1: POLICY NO. 3101 (FACULTY ADVISERS TO STUDENT ORGANIZATIONS)**

The adviser shall be a full or part time faculty or staff member at James Madison University. The adviser will assume those responsibilities as outlined in this constitution and/or found in University Policy No. 3101 entitled "Faculty Advisers to Student Organizations."

### **SECTION 2: APPROVAL**

The Executive Council shall approve all advisers to the Student Government Association.

### **SECTION 3: ADVISING TEAM**

#### **Head Advisor**

1. They shall act as an adviser to the Student Body President.

2. They shall attend a minimum of one (1) Leadership Team meeting per month.
3. They shall attend three (3) to four (4) Senate meetings a semester

### **Internal Advisor**

1. They shall act as an adviser to the Speaker of the Student Senate
2. They shall provide feedback, suggestions and faculty/staff connections for student resolutions as the first stop in the legislation process
3. They shall attend all Student Government Association Senate meetings

### **External Advisor**

1. They shall act as a direct advisor to the Student Body Vice President and an indirect advisor to the Class Councils
2. They shall provide support and assist in coordination of Student Government Association events
3. They shall attend all Student Government Association Events

## **ARTICLE X: SELF GOVERNANCE**

To ensure the principle of self-government, and continued respect for The Student's Rights and Responsibilities found in the Student Handbook, the Student Government Association will share responsibility with the Office of Student Accountability and Restorative Practices (OSARP) in carrying out specific functions that are stated in the Bylaws.

## **ARTICLE XI: AMENDMENTS**

The Constitution may be amended or revised in the following manner:

1. Proposed amendments shall be submitted in the same manner that resolutions are.
2. They will then sit for two weeks, during which members are expected to become informed about the proposed revisions/amendments.
3. After sitting for two weeks, they will be read again for approval by the Student Senate. Any amendment or revision requires a two-thirds standing vote of the Senators present in order to pass.
4. The changes will then go to the Executive Council, where again they will need a two-thirds vote for approval.
5. The Senate does have the option to overturn the Executive Council's decision with a two-thirds vote.
6. Approval of amendments certifies the ratification of this hereby Constitution.

- i. Ratified constitutions must be uploaded to the Be Involved organization page in a timely manner after substantial amendments and submitted each year with Annual Organization Registration.
7. The Leadership Team may unilaterally approve sections to the Constitution if deemed required by Be Involved Student Organization Constitution Policy. These amendments will be ratified at the following Senate requiring a one-half vote.

## **ARTICLE XII: HAZING POLICY**

The Student Government Association, in keeping with JMU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

The Student Government Association opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual nor recognized organization may, by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual's freedom of thought and choice.

J17-100 Hazing:

The university prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule in connection with or the purpose of initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, or association, regardless of whether the students participated voluntarily in the relevant activity. Students directing, engaging in, aiding, or participating in, actively or passively, the forcing, compelling, requiring, encouraging, expecting, whether direct or implied, of individuals to participate in hazing activities shall be considered in violation of this policy. It is impossible to anticipate every situation that could involve hazing. Behavior listed below does not, and cannot encompass every circumstance that can be categorized as hazing. Further, this policy is not intended to prohibit customary athletic events, contests, and competitions that are sponsored by the institution or the organized and supervised practices associated with such events or activity or conduct that furthers the goals of a legitimate educational curriculum, extracurricular program, or military training program as approved by the University. Hazing activities include but are not limited to; physical abuse; kidnapping, blindfolding, confinement, or binding and/or restricting movement; calisthenics or other strenuous physical activity used to harass, punish, or harm an individual; excursions; spraying, painting, or pelting with any substance; burying in any substance; nudity; servitude; exposure to uncomfortable elements; verbal abuse or harassment; wearing of apparel which is conspicuous or indecent; forcing consumption of any legal or illegal substance (e.g. food, liquid, beverage, alcohol, drug, or other substance); depriving of sufficient sleep;

burning, branding, or tattooing; interrogation in an intimidating or threatening manner; misleading members in an effort to convince them that they will not become or remain members unless they complete tasks, follow instructions, or act in a certain way; misleading members into believing that they will be hurt during induction or initiation; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring or suggesting obtaining, possessing items or completing tasks in an unlawful manner (i.e. scavenger hunts); any act that is designed to or likely to compromise the dignity of a member or prospective member, cause embarrassment or shame to a member or prospective member, cause a member or prospective member to be the object of malicious amusement, ridicule, or emotional strain, or cause psychological harm or substantial emotional strain; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

An individual cannot consent to being hazed; a victim's voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur. Section 18.2-56 of the Code of Virginia declares hazing illegal, establishes conditions for civil and criminal liability, and outlines the duties of the university when a student has been found guilty of hazing in civil or criminal court.

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and the Student Government Association if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of the Student Government Association to educate the membership of this policy.

### **ARTICLE XIII: AUTHORITY**

This Constitution shall be the supreme governing law of this hereby Student Government Association. All governing law and legislation will be made in pursuance thereof.

The order of succession of such governing law shall be the following:

1. *Constitution of the Student Government Association*
2. *Bylaws of the Student Government Association*
3. *Financial Procedures of the Student Government Association*
4. *House Rules of the Student Government Association*
5. *Robert's Rules of Order, Newly Revised*



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**ARTICLE I: ELECTIONS**

The JMU SGA Elections Policy shall be the highest binding authority on the election process when not inconsistent with the Student Government Association Constitution and Bylaws.

**Elections Policy**

1. The Elections Policy, as approved by the Student Senate, will govern the elections process.
2. Members of the Rules and Elections Committee, both standing and temporary, shall be tasked with overseeing the Fall and Spring Elections.
3. During an unforeseen emergency within an election cycle, the Student Senate may give emergency discretionary powers to the Rules and Elections Committee to temporarily adapt the elections policy to the emergency situations upon a majority vote. These emergency powers will stay in effect until after the upcoming election has concluded upon which the elections policy will revert to its previous wording and the Parliamentarian will update the Student Senate at the next meeting on any changes made by the committee during the emergency period.

**Special Elections Rules**

1. In case the President of the Student Government Association vacates their office, the Vice President of the Student Government Association shall temporarily fill the office of President until a special election is held within two weeks.
2. If a present Executive Officer desires to run for the office of President and does not receive a majority of the votes, this person may return to their present office.
3. If any other officer of the Student Government Association vacates an office, a temporary officer shall be appointed by the Executive Council, after which there will be an election of a permanent officer by the student body within two weeks.
4. If any Class Council officer vacates their position, the Student Body Vice President shall distribute the duties among the respective class. Under the discretion of the respective Class Council and the Student Body Vice President a special election may be held within two weeks.

**ARTICLE II: EXECUTIVE COUNCIL**

**Executive Council**

1. By the second meeting of the Student Senate, they shall submit a list of goals to the Senate.
2. They shall select the At-Large Senators from the James Madison University community.
3. They shall select the two Student Case Administrators. These Student Case Administrators shall give a report to the Senate once a semester.

## **President**

1. This person shall give, at least monthly, a report to the Student Senate, which will outline issues facing the student body.
2. This person shall submit reports to the Board of Visitors and attend their quarterly meetings.
3. The Student Body President shall serve as a voting member of any relevant University Committee or Council, and submit reports on behalf of the Student Government Association to the council regularly.
4. This person may create task forces to address student concerns
  - a. These task forces may only be active for one academic year maximum.
  - b. These task forces shall dissolve upon one academic year or when objectives are reached.
  - c. These task forces shall be composed of appointed members by the President.
5. This person shall serve as an ex officio member of the Academic Council.
6. This person shall meet with submitting students of student initiatives that have garnered 200 signatures and will help draft a formal resolution in compliance with the Student Government Association governing documents that codifies the summary accompanying the 200 signatures.

## **Vice President**

1. The Student Body Vice President shall serve as a voting member of the any relevant University Committee or Council.
2. This person shall be responsible for forwarding to the President of the University the names of students for appointment to University Commissions and Committees.
3. This person shall oversee the Class Officers of each class and report issues brought up in Class Council to the Senate.
4. This person may temporarily fill any vacancies within a Class Council until an election can install a new member.
5. This person shall come up with class officer rules for the class government.
  - a. These rules must be passed by a majority of the class officers.
6. This person shall undertake any duties delegated by the Executive Council.
7. This person shall appoint a representative to serve as a liaison between the Student Government Association and the Faculty Senate with a two-thirds majority approval by the Student Senate. Acting as a non-voting member of the Faculty Senate, they shall represent the interests and concerns of the students and facilitate faculty and student collaboration for a term of one academic year.

## **Treasurer**

1. The Executive Treasurer shall lead the Finance Team.
2. This person shall give weekly updates on all aspects of the Finance Committee.
3. This person shall select and supervise the Finance Chairperson, and the Finance Staff.
4. This person shall meet regularly with appropriate administration to discuss financial matters.
5. All other duties shall be expressed in the Student Government Financial Procedures.

## **ARTICLE III: SENIOR LEADERSHIP TEAM**

### **Chief of Staff**

1. The Chief of Staff shall coordinate all day-to-day tasks of the Student Government Association.
2. This person shall preserve written records of meetings of the Executive Council and the Student Senate.
3. This person shall report, in writing, to all concerned university officials and students the names of the officers and committees of the Student Government Association in the form of a roster.
4. This person shall be Nuts and Bolts certified and coordinate campus space reservation with the University's Events and Scheduling Office.
5. This person shall serve as office manager, which shall include, but not be limited to, setting the office rules.
6. This person shall attend all Senate and Leadership meetings.
7. This person shall meet regularly with the President.
8. This person shall either chair or serve on all ad-hoc committees at the discretion of the President.
9. This person shall abide by the *Office Hour Requirements of the Bylaws of the Student Government Association* and will ensure the fulfillment of requirements.
10. This person shall abide by the service hour requirements found in the *Service Requirement Guidelines of the Bylaws of the Student Government Association* and will ensure the fulfillment of requirements.

### **Parliamentarian**

1. This person shall lead the Rules and Elections Committee.
2. The Parliamentarian shall be neither a member of the Executive Council nor the Student Senate.
3. This person must attend all Student Senate, Executive Council, and Leadership meetings.
4. This person shall conduct parliamentary workshops at the first Senate following new member inductions each semester. Additional ones may be held at the discretion of the Parliamentarian.
5. This person shall be responsible for seeing that all meetings of the Student Government Association are conducted in accordance with *Robert's Rules of Order, Newly Revised*.

6. This person shall rule on the constitutionality of all issues that might arise during the Student Government Association meetings.
7. This person shall listen to and address grievances made of the Student Government and form ad hoc committees to assist as necessary.
  - a. These committees shall dissolve within one year or when objectives are met.
  - b. A report shall be issued to the Student Senate of the committee's findings.
8. If the Parliamentarian would like to participate in the election, then this person shall relinquish duties as the Chair of the Rules and Elections Committee during the election season. The Sergeant-at-Arms shall assume the role of acting Chairperson during this time.
  - a. This decision must be made by January in order to run in the election.
9. This person shall meet regularly with the Speaker of the Student Senate.
10. If a tie occurs in the selection of the Parliamentarian, the President of the Student Body shall break the tie.
11. In the case of an extenuating circumstance that this person is unable to attend a meeting of the Student Senate, the Sergeant-at-Arms shall assume this person's duties.
12. This person shall serve as the Speaker of the Student Senate in the absence of the elected Speaker of the Student Senate.
13. This person shall be keeper of the governing documents of the Student Government Association.

### **University Services Chairperson**

1. This person shall lead the University Services Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.

### **Legislative Affairs Chairperson**

1. This person shall lead the Legislative Affairs Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall meet regularly with the Associate Director of the James Madison Center for Civic Engagement.
6. This person shall meet regularly with University Government Relations.
7. This person shall nominate the Student Representative to the Harrisonburg City Council.

### **Academic Affairs Chairperson**

1. This person shall lead the Academic Affairs Committee.

2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall chair the Academic Council.

### **Membership Chairperson**

1. This person shall lead the Membership Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall be responsible for planning all retreats.
  - a. All retreats must be planned at least one month in advance prior to the date of the retreat. Once this date is chosen, it must be made available for the entire Senate.
6. This person shall familiarize themselves with, and abide by the *Constitution and ByLaws of the Student Government Association and the House Rules of the Student Government Association*.
7. This person shall nominate and oversee the Community Outreach Liaison.

### **Diversity, Equity, Inclusion, Justice, and Accessibility Chairperson**

1. This person shall lead the Diversity, Equity, Inclusion, Justice, and Accessibility Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall recruit members from outside clubs/organizations to participate in the Diversity, Equity, Inclusion, Justice, and Accessibility Committee.
6. This person shall abide by the *Active Member Diversity Requirement Guidelines of the Bylaws of the Student Government Association* and will ensure the fulfillment of requirements.
7. This person shall maintain a working relationship with the current standing Associate Vice President for Diversity, Equity, and Inclusion and the Vice President of Diversity, Equity, and Inclusion, Chief Diversity Officer at James Madison University.
8. This person shall appoint a member of their committee to serve on the Diversity, Equity, and Inclusion Advisory Board.

### **Communications Director**

1. This person shall lead the Communications Team.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall meet regularly with the Student Body President.
4. This person shall attend all Senate and Leadership meetings.
5. This person shall serve as the official spokesperson for the Student Government Association.

6. This person shall be hired, either internally or externally, in collaboration with the Office of Technology and Design.
7. This person shall possess knowledge of all current software and hardware used by the Student Government Association.
8. This person shall possess knowledge of all current media sources used by the Student Government Association.
9. This person shall approve all Student Government Association related visual media or marketing efforts.

### **Finance Chairperson**

1. This person shall chair the Finance Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall meet regularly with the Executive Treasurer.
4. This person shall attend all Senate and Leadership meetings.
5. All other duties shall be expressed in the Student Government Financial Procedures.

## **ARTICLE IV: SENATE**

1. The Student Senate may go into executive session by a majority vote. During executive sessions, only Senators, Representatives, the Parliamentarian, and other guests decided by the Senate may stay.
2. The Speaker Pro Tempore of the Student Senate shall select the Chairperson Pro Tempore of each committee at the first meeting of the Student Senate. Each Chairperson Pro Tempore shall be confirmed as Chairperson of each respective committee by a majority vote of committee members at the committee's first meeting in the fall semester. If this does not occur the Speaker shall select a new Chairperson Pro Tempore to go through the same process.
3. A quorum of the Student Senate shall be constituted of two-thirds of filled Student Senate seats.

### **SECTION 1: COMMITTEES AND TEAMS**

#### **Organization**

1. The Speaker of the Student Senate is responsible for seeing that Senators and Representatives are appointed to committees or teams.
2. The membership of the committees and teams shall be left to the discretion of the Speaker of the Student Senate.
3. The Speaker of the Student Senate may create Ad hoc committees and Subcommittees to address student concerns and events.
  - a. Ad hoc committees may only be active for one academic year maximum.

- b. Ad hoc committees shall dissolve upon one academic year or when objectives are reached.
- c. Ad hoc committees shall be appointed a chair by the Speaker of the Student Senate.
- d. Subcommittees shall be placed under a standing committee by the Speaker of the Student Senate.
- e. Subcommittees shall be appointed a chair by the Chairperson of the standing committee.
- f. Subcommittees may be active for one academic year maximum and may be reviewed at the end of the academic year for renewal by the Speaker of the Student Senate.
- g. Subcommittees shall dissolve upon one academic year, when objectives are reached, or when an event is completed.
- h. Ad hoc and Subcommittee membership shall be determined by the chair of the Ad hoc or Subcommittee

### **Chairpersonship**

- 1. The Chairperson shall be responsible for calling committee meetings at the most convenient times for all committee members.
- 2. This person shall be responsible for seeing that all work assigned to the committee is completed.
- 3. This person shall make regular progress reports to the Student Senate on all work assigned to their respective committee.
- 4. This person shall be responsible for reporting bills that require action by the entire Student Senate to the Speaker of the Student Senate when the committee has passed the bill.
- 5. All committee Chairpersons shall meet together with the Speaker of the Student Senate at least once a month.
- 6. The Chairpersons may bring recommendations of subcommittees to the Speaker of the Student Senate.
- 7. The Chairpersons shall be voting members of their respective committee.

### **Directorship**

- 1. The Director shall be responsible for calling team meetings at the most convenient times for all team members.
- 2. This person shall be responsible for seeing that all work assigned to the team is completed.
- 3. This person shall make regular progress reports to the Student Senate on all work assigned to their respective teams.

4. This person shall be responsible for reporting bills that require action by the entire Student Senate to the Speaker of the Student Senate when the team has passed a bill.
5. The Director shall be voting members of their respective team.

### **Secretary**

1. A Committee Secretary shall be appointed by the chairperson and confirmed by a majority vote from the committee.
2. If the Committee Secretary is absent, the respective committee chairperson shall assume the responsibilities of the secretary or appoint an acting secretary for the duration of the committee meeting,
3. The duties of the Committee Secretary include, but are not limited to:
  - a. Keeping accurate minutes and attendance records of all committee meetings.
  - b. Submit committee attendance to the Membership Secretary's assigned spreadsheet.
  - c. Submit minutes to the committee Chairperson within one week of the committee meeting.

### **Committee and Team Operations**

1. Each committee or team must, within two weeks of the time that a proposal is sent to that committee or team, act upon the proposal in a definite manner. If more time is needed to complete study of the measure, the committee or team may petition their supervising Executive Council member for additional time.
2. Committees and teams shall meet at the discretion of the chairperson of the committee or the director of the team.
3. A majority of the membership must be present at all meetings to conduct business.

### **Senate Standing Committees and Teams**

The following committees shall be standing committees, which are permanent and have a fixed purpose described below. New standing committees may be submitted by proposal of any Senator to the Student Senate for approval by a majority vote. Standing committees may be removed by a two-thirds majority of the Student Senate.

#### **Academic Affairs Committee**

The Academic Affairs Committee designs and executes projects that may be classified under a range of categories, including, but not limited to, the following: professors, advising, courses, grading scale, academic ethics and rigor, and facilities. Additionally, the Academic Affairs Committee encourages conversations between colleges, faculty, administration, and students to support these projects and strengthen James Madison University's academic culture and scholarly impact. This committee shall have priority for seats on the General Education Council.



## **Academic Council**

The Academic Council will be made up of Academic College Senators, and will connect student concerns with the Student Government Association. Providing a voice between students and faculty the Academic Council will discuss the findings and conversations undertaken by Academic College Senators. Academic College Senators will discuss their conversations with their respective deans to the Council.

## **University Services Committee**

The University Services Committee acts as a voice for the students: amplifying student opinion to appropriate administrators, executing projects to resolve concerns and promoting student-based initiatives on campus. This committee focuses on aspects of student life, including food and dining, transportation, HDPT, safety, Substance Abuse and Prevention, and facilities.

## **Finance Committee**

The Finance Committee will handle matters concerning finances of the Student Government Association, Contingency Requests, Program Grants, and the Front-End Budget process shall be assigned to this team. This committee will also be tasked with keeping the Student Government Financial Procedures updated and current, and presenting any changes to the Student Senate. The structure of this committee along with governing rules and procedures can be found in the Student Government Financial Procedures.

## **Legislative Affairs Committee**

The Legislative Affairs Committee handles matters concerning legislation at the local, state, and national level. This committee shall monitor the votes of delegates on issues of interest to students who attend Virginia schools generally. This committee shall lobby members of the General Assembly to support or oppose legislation concerning James Madison University students. This committee shall disseminate any university policy changes. This committee shall be responsible for maintaining an open line of communication with the James Madison Center for Civic Engagement. This committee shall also be responsible for partnering with the James Madison Center for Civic Engagement on campus-wide, non-partisan voter registration and election participation efforts (i.e., Dukes Vote). This committee will partner with the James Madison Center for Civic Engagement on student-focused programming related to elections and major political events.

## **Membership Committee**

The Membership Committee deals with all internal matters for the Student Government Association. This committee plans all retreats, including new Members, fall and spring, and membership development workshops, with assistance from outside sources. This committee is

responsible for taking and enforcing attendance. This committee plans all bonding events and internal activities. The Membership Committee should publicize community service hours and opportunities to the Student Senate.

### **Communications Team**

The Communications Team will focus on all marketing, media and technological needs of the Student Government Association. With that, they must keep James Madison University informed and coordinate with the Office of Public Affairs. This team will send out press releases as necessary, along with updating all media outlets and online sources, specifically the website. They will generate all marketing efforts, including but not limited to posters, flyers, banners, photographs and online graphics. This team will stay informed of all campus related information technology issues and ensure the Student Government Association computers and electronically stored information are secure and stable. They will manage all technology owned by the Student Government Association, including developing computer policies, applying operating system and software updates and creating backup copies of all SGA documents. They will once a year create a suggestion of software and hardware upgrades and any new technology needed to be purchased. Any new issues or tasks which arise related to communications and technology shall run through this team. The team's composition must be composed of at least 2 members, including the Director, from within the organization, but may include individuals from outside the organization who have the skills needed to achieve the goals of the Communications Team. Outside individuals will neither have the obligations nor receive the benefits of members of the organization.

### **Diversity, Equity, Inclusion, Justice, and Accessibility Committee**

The Diversity, Equity, Inclusion, Justice, and Accessibility Committee shall deal with matters concerning multicultural and diversity, equity, inclusion, justice, and accessibility issues. All matters concerning diversity, equity, inclusion, justice, and accessibility of under-represented groups at James Madison University shall be assigned to this committee, or this committee shall work together with another committee to share responsibilities. This committee will be responsible for seeing that there is an extra emphasis and attention paid to diversity, equity, inclusion, justice, and accessibility-related issues at JMU. This committee shall be composed of at least five SGA members and members from other JMU groups that represent diversity; outside members will be chosen at the discretion of the chairperson. New members will be required to only complete half of the point requirements for their first semester in the Student Government Association.

### **Rules and Elections Committee**

The Rules and Elections Committee shall handle matters concerning rules, impeachment investigations, and elections. This committee rewrites and enforces the House Rules. This committee shall be composed of the Parliamentarian, who serves as the committee chair, the Elections Commissioner, the Sergeant-at-Arms, and other members of the Student Senate appointed by the Speaker of the Senate. This committee shall be composed of at least 4 members, not including the Chairperson, Elections Commissioner, and Sergeant-at-Arms.

## **SECTION 2: SERGEANT-AT-ARMS**

### **Selection**

1. This person is nominated by the Speaker of Student Senate and will be subject to a confirmation vote of two-thirds of the Student Senate.
2. This person must be a Senator.
3. This person shall serve on the Rules and Elections Committee.
4. This person shall serve as the Rules and Elections Committee Chair in the absence of the appointed Parliamentarian.

### **Duties**

1. This person will act as Parliamentarian, in the event that the current Parliamentarian cannot be at Senate.
2. This person shall attend all Senate meetings and the first Leadership meeting of each month.
3. This person will enforce all decisions given by the Speaker of the Student Senate and the Parliamentarian.
4. This person has all the rights of a Senator, unless they are acting as the Parliamentarian.
5. This person is responsible for keeping order in all Senate meetings, in compliance with all of the Student Government Association's governing documents, and Robert's Rules of Order.

## **SECTION 3: FRONT-END BUDGET (FEB) LIAISON**

### **Selection**

This person is nominated by the Treasurer and will be subject to a confirmation vote of two-thirds of the Student Senate. This person must be a Senator.

### **Duties**

1. This person shall work under the Treasurer to assist in leading the FEB Advisory Committee.
2. This person shall be a Senator and have all the duties of said position.

3. This person shall attend all Senate meetings and the first Leadership meeting of each month.
4. This person shall attend all FEB Advisory Committee meetings.
5. This person shall regularly meet with the Executive Treasurer.
6. This person shall oversee the Front-End Budgeting process.
7. This person shall be the appointed Front-End Budget meeting representative.
8. This person shall attend a meeting with each FEB once a semester.
9. This person must be in regular contact with the leaderships of each FEB organization.
10. This person shall strive to become intimately familiar with the mission, general proceedings, and general business schedule of the FEB organizations.

## **SECTION 4: STUDENT REPRESENTATIVE TO THE HARRISONBURG CITY COUNCIL**

### **Selection**

1. This person shall be nominated by the Legislative Affairs Chairperson and will be subject to a confirmation vote of two-thirds by the Student Senate.
2. This person shall hold good standing within the Student Government Association, not currently serving in the Leadership Team.
3. This person shall serve on the Legislative Affairs Committee.

### **Duties**

1. This person shall attend all City Council meetings either physically or virtually.
2. This person shall meet the Senate meeting requirements and the first Leadership meeting of each month.
3. This person shall be in regular contact with the members of the City Council, the Assistant City Manager, and the Deputy Clerk.
4. This person shall take notes and work with the City Council, the Assistant City Manager, and the Deputy Clerk of Harrisonburg to accumulate information about the proceedings of the City Council and current events within Harrisonburg.
5. This person shall share their findings with the Student Senate at least once a semester unless deemed otherwise by the Legislative Affairs Chairperson.
6. This person shall regularly meet with the Legislative Affairs Chairperson.
7. This person shall be a senator and have all the duties of that position.

## **SECTION 5: HISTORIAN**

### **Selection**

1. This person shall be nominated by the Chief of Staff and will be subject to a confirmation vote of two-thirds by the Student Senate.
2. This person must be a member of good standing of the Student Government Association, not currently serving in the Leadership Team.

### **Duties**

1. This person will work under the Chief of Staff.
2. This person shall meet the Senate meeting requirements and attend the first Leadership meeting of each month.
3. This person shall maintain and publish an accurate history of the Student Government Association.
4. This person shall be responsible for transmitting all relevant documents to JMU Records and Manuscript Collections or any other relevant University departments.
5. This person shall be responsible for maintaining the alumni network of the Student Government Association.

## **SECTION 6: ELECTION COMMISSIONER**

### **Selection**

1. The selection process of the Election Commissioner will be stipulated in the *Elections Policy of the Student Government Association*.

### **Duties**

1. This person shall meet the Senate meeting requirements and attend the first Leadership meeting of each month.
2. All additional duties of the Election Commissioner will be stipulated in the *Elections Policy of the Student Government Association*.

## **SECTION 7: COMMUNITY OUTREACH LIAISON**

### **Selection**

1. The selection process of the Community Outreach Liaison will be stipulated in the *Article III: Senior Leadership Team, Membership Chairperson of the Bylaws of the Student Government Association*.

### **Duties**

1. This person shall serve as an Officer of the Membership Committee and regularly report to the Membership Chairperson.
2. This person shall be a Senator and have all the duties of said position.

3. This person shall attend all Senate meetings and the first Leadership meeting of each month.
4. This person shall organize the JMU community service events and work on campus engagement.
5. This person shall work on On and Off Campus issues and organize events within other campus organizations.
6. This person is responsible for offering at least four service events per semester.

## **ARTICLE V: SELF-GOVERNANCE**

All functions stated must reflect the duties outlined in the *Student Handbook*.

### **Duties**

1. To ensure the principle of self-governance, and continued respect for The Student's Rights and Responsibilities found in the Student Handbook, the Student Government Association will share responsibility with the Office of Student Accountability and Restorative Practices (OSARP) for selecting Student Case Administrators as well as students serving on the Accountability Board.
  - a. The Student Case Administrators will handle case reviews of alleged policy violations as well as assist in selecting and training the student members of the Accountability Board and future Student Case Administrators. Throughout their term, they will serve as active members of OSARP.
  - b. Applicants for this position must have and maintain a 2.25 cumulative GPA and not currently be on probation through the Office of Student Accountability and Restorative Practices. Applicants for Student Case Administrators cannot be members of the Executive Council (present or future) of the Student Government Association.
  - c. Student Case Administrators will receive a stipend at the end of each semester from the Student Government Association for this position (see budget for more details).
2. The Student Government Association, through the Student Case Administrators, will share responsibility with OSARP for selecting members of the Accountability Board which will act as the original hearing body for cases in which a student rejects an Administrative Case Review decision.
  - a. Applicants for the Accountability Board cannot be members of the Executive Council (present or future) of the Student Government Association.
3. The Student Government Association will share responsibility with the OSARP for revisions to the *Student Handbook*.
  - a. The Student Government Association President, or an executive cabinet member of the Student Government Association appointed by the President, will serve as a voting member of the Accountability Control Board.

- b. There will be a second student appointed by the Student Government Association President that serves as a voting member of the Accountability Control Board (not required to be a member of the Student Government Association).

## **ARTICLE VI: STUDENT GOVERNMENT FINANCIAL PROCEDURES**

Matters concerning finances of the Student Government Association, Contingency Requests, Program Grants, and the Front-End Budget process shall be described in the Student Government Financial Procedures document. This document shall be the governing document on all allocations of student fees made by the Student Government Association. The Finance Committee shall be tasked with updating this document when necessary.

Changes made to this document must be presented to the Student Senate and voted upon; only a two-thirds majority of voting delegates shall pass any amendment.

## **ARTICLE VII: STIPEND**

### **SECTION 1: PAYMENT POLICY**

Certain elected and appointed officials shall at stated times receive an undergraduate stipend for services rendered, which shall neither be increased nor diminished during the period in which they have been elected.

### **SECTION 2: STIPENDS**

1. The Student Body President, Student Body Vice President, Executive Treasurer, Speaker of the Student Senate, Communications Director, and two Student Case Administrators shall each receive a monthly stipend to be paid at the end of the semester.
2. All aforementioned positions shall be paid in accordance with the budget.
3. The Student Senate, with approval of the Executive Council, may grant stipends to other deserving positions.
4. Individuals fulfilling stipend positions will agree to sign an Executive Contract. A three-fourth vote by the respective parties and a one-half vote from Senate is required to hold individuals in contempt, suspending their stipend.
  - a. Members of the Executive Leadership Team will ensure the Committee Chairs abide by their Executive Contract.
  - b. Members of the Executive Council will ensure the Speaker of the Student Senate abides by their Executive Contract.

- c. The Speaker of the Student Senate and Committee Chairs will ensure the Executive Council abide by their Executive Contract.

## **ARTICLE VIII: PROCEDURE**

### **Parliamentary**

The rules contained in Robert's Rules of Order, Newly Revised shall govern the meetings of the Student Government Association in all cases in which they are consistent with the *Constitution and Bylaws of the Student Government Association*.

### **Legislative**

The Parliamentarian shall decide upon legislative procedures when not addressed in the governing documents of the Student Government Association.

1. All Executive Council decisions can be overridden by a two-thirds vote of the Student Senate.

### **Bills of Opinion**

1. Bills of Opinion are resolutions that reflect the opinion of the student body on any given issue.
2. All Bills of Opinion must be accompanied with the signatures of 200 undergraduate students before submission to the Chief of Staff
3. After submission to the Chief of Staff, the Bill of Opinion will be brought to the senate floor for debate. The bill may be amended without delay. By a vote of two-thirds, the Student Senate may approve the bill to be sent out to receive student signatures.
4. After receiving signatures of 10% of the entire student body, the bill may be brought back to the Student Senate for presentation.
  - a. The Parliamentarian and a representative from the Office of Institutional Research will determine the exact number of signatures that need to be obtained each year.
5. All Bills of Opinion, after being presented before the Student Senate, shall be posted for at least one week before receiving action unless two-thirds of the Student Senate votes for immediate consideration.
6. All Bills of Opinion must pass by a two-thirds vote.
7. If the Student Senate should amend a Bill of Opinion in debate after presentation to the Student Senate, the amended bill must be accompanied with the signatures of 10% of the entire student body and be posted for at least one week before consideration by the Student Senate.

### **Student Initiative**

1. Student initiatives are resolutions introduced by the student body that are intended to allow students an avenue for direct democratic action.



2. All student initiatives must originate with a current JMU undergraduate or graduate student and follow the procedures outlined below.
  - a. The introducing student or students must first draft a 250-500 word summary of their intended action item and collect 200 signatures from current JMU students.
  - b. The summary and signatures will be submitted to the President and the submitting students will then meet with the President to help draft an official resolution based on their goals outlined in the summary and ensure the text does not contradict the Student Government governing documents.
  - c. documents.
  - d. Once this resolution is drafted, the submitting students will be required to collect the signatures of 10% of the entire student body.
  - e. After the requisite signatures are collected, the resolution will be sent to the Elections Commissioner who will schedule an election to take place no later than two weeks from the time they receive the resolution. This election will follow procedures outlined in the Elections Policy and administered by the Elections Commission.
    - i. The election will be advertised by the Commission and the full text of the resolution will be available for at least a week before the election.
    - ii. The election will be open to all current JMU students and will be available for 12 hours.
    - iii. After polls close, the Elections Commission will count the ballots, hear campaign violations, appeals/recount requests, and eventually certify the results.
    - iv. Upon certification, the resolution will either be passed or failed.
      1. Passed resolutions will immediately be published and sent to the individuals or organizations stated in the text.
      2. Failed resolutions will not be eligible for a vote again during the current school year.
  - f. Passed Student Initiatives may only be overturned by either a future Student Initiative or Bill of Opinion but never by a simple resolution from the Student Senate.
  - g. Student Initiatives are not allowed to allocate funds. This power remains with the Student Senate.

## Statements

The Communications Director, in collaboration with the Communications Team, has the authority to release statements that are deemed time-sensitive and/or marked by exigence. The Communications Director must follow all statement guidelines. All time-sensitive statements will only be signed by the Communications Director and/or Communications Team and/or the Leadership Team. Any statement signed as the Student Government Association must be presented and voted on in the Senate in order to be deemed representative of the whole organization.

1. Regulations
  - a. All Statements must:
    - i. Remain apolitical, fair, and impartial,
    - ii. Be factually focused,
    - iii. Be intended to support, condemn, or acknowledge,
    - iv. Keep the best interest of the student body,
    - v. Be addressed to the student body as a whole,
    - vi. Remain respectful to potential victims and sensitive topics, issues, or circumstances,
    - vii. Acknowledge necessary resources,
    - viii. Be released timely.
  - b. All Statements must not:
    - i. Include personal opinion,
    - ii. Diminish any group of students or student identities,
      1. Including, but not limited to, religious ideologies, race, and gender,
    - iii. Promote a specific way of thinking or encourage a certain stance on an issue,
    - iv. Include conflict of interest.
2. Procedure
  - a. The Communications Director will decide if and when a statement is necessary.
  - b. The Communications Director will make an informed decision if the statement is time-sensitive and requires urgent action.
    - i. Time-sensitive statements represent a situation in which timing is paramount to delivering the message and when normal procedures do not allow the guarantee of time efficiency.
  - c. The Communications Committee will agree or disagree with the statement's necessity.
  - d. The Communications Director will draft a statement, and the Communications Committee will review and edit the statement.
  - e. The final draft will be signed by the Communications Director in conjunction with the Communications Committee and posted or shared accordingly.

## **Office Hour Requirements**

The Chief of Staff has the authority to approve and ensure all office hours are fulfilled. The Chief of Staff must abide by the Office Hour Requirements.

1. All members of the Executive Leadership Team shall hold a minimum of five office hours each week.
2. All members of the Senior Leadership Team shall hold a minimum of three office hours each week.
3. The Chief of Staff shall create an office hour schedule according to each members' availability.

4. Members may request scheduling changes and shall be granted these requests at the discretion of the Chief of Staff.
5. Office hour requirements may be suspended during holidays or final exams, and at the discretion of the Chief of Staff.
6. Members may use scheduled office hours to perform duties outside of the office which are related to their position.

### **Service Requirement Guidelines**

The Chief of Staff has the authority to approve Service Hours. The Chief of Staff must abide by the Service Requirement Guidelines.

1. Each member shall meet the service hour requirement. The hourly service requirement shall be a minimum of four (4) hours per semester. Each hour completed for external organizations will count as half ( $\frac{1}{2}$ ) an hour.
2. Records, which entails time, date, and photo evidence of involvement in the activity are required for hour approval. Collection method is up to the discretion of the Chief of Staff.
3. Service hours shall be due by the Friday before finals week of each semester.
4. Each hour which is not completed by the deadline of the Fall semester will result in an absence in committee for the next semester.
5. Residual hours must be completed by the deadline of the Spring semester in addition to the required four (4). Failure to complete the requirement by the end of Spring semester will result in the termination of SGA membership.
6. New members, defined as members who join the Student Government Association within the middle of the semester, will be required to only complete two (2) hours for their first semester in the Student Government Association; if deemed applicable, the Chief of Staff and Membership Committee may exempt new members from the Service Requirements.

### **Active Member Diversity Requirement Guidelines**

The Diversity, Equity, Inclusion, Justice, and Accessibility (DEIJA+) Chairperson must abide by the Active Member Diversity Requirement Guidelines. The DEIJA+ Chairperson, in collaboration with the DEIJA+ Committee, has the authority to approve the Active Member Diversity points.

1. "Active members" of the Student Government Association shall be required to earn two (2) Diversity points by attending DEIJA-approved events.
2. DEIJA-approved events shall promote Diversity, Equity, Inclusion, Justice and or Accessibility, and it will be the duty of the DEIJA+ Committee to inform non-committee members of upcoming events in and around the James Madison University community.
3. Records, which entail time, date, and photo evidence of involvement in the activity are required for activity approval. The collection method is up to the discretion of the committee.

4. Diversity points shall be due by the Friday before finals week of each semester.
5. Each Diversity point which is not completed by the deadline of the Fall semester will result in an absence in committee for the next semester.
6. Residual Diversity points must be completed by the deadline of the Spring semester in addition to the required two (2). Failure to complete the requirement by the end of Spring semester will result in the termination of SGA membership.
7. New members, defined as members who join the Student Government Association within the middle of the semester, will be required to only complete half one (1) Active Member Diversity point for their first semester in the Student Government Association; if deemed applicable, the DEIJA+ Chairperson and DEIJA+ Committee may exempt new members from the Active Member Diversity Requirements.

## **ARTICLE IX: AMENDMENTS**

The Bylaws may be amended or revised in the following manner:

1. Proposed amendments shall be submitted in the same manner that resolutions are.
2. They will then sit for one week, during which time members are expected to inform themselves about the proposed revisions/amendments.
3. After sitting for one week, they will be read again for approval by the Student Senate. Any amendment or revision requires a simple majority of the Senators present in order to pass.
4. The changes will then go to the Executive Council, where they will need a two-thirds vote for approval.
5. The Student Senate may overturn the Executive Council's decision with a two-thirds vote.
6. Any amendment to Article III of the Bylaws shall require two-thirds vote by the Student Senate.