

BYLAWS
Of The
Student Government Association
Of
Abilene Christian University

Chapter I: President's Cabinet

Article 1: President's Cabinet Authority Structure

1. The President shall have supreme authority over members of the Cabinet.
2. The Vice President shall be immediately subordinate to the President.
3. The Chief of Staff shall be immediately subordinate to the President.
4. The Treasurer shall be immediately subordinate to the Vice President.
5. The Director of Student Engagement and Recruitment shall be immediately subordinate to the Vice President.
6. The Chief Financial Officer shall be immediately subordinate to the Treasurer.
7. The Marketing Director shall be immediately subordinate to the Chief of Staff.
8. The Press Secretary shall be immediately subordinate to the Marketing Director.

Article 2: President's Cabinet Terms

1. Cabinet terms shall begin with the summer following election or appointment.
2. Cabinet terms shall end with the spring semester one year after election or appointment.
3. Cabinet terms may end early if an officer resigns or is removed by the Senate.

Article 3: President's Cabinet Work and Compensation

1. All Executive Officers shall work twenty hours a week in the SGA offices.
2. All Executive Officers shall be compensated at a rate of \$15.50 per hour of work.
3. Administrative Officer (Marketing Director) shall work fifteen hours a week in the SGA offices.
4. Administrative Officers (Director of Student Engagement, Chief Financial Officer, and Press Secretary) shall work ten hours a week in the SGA offices.
5. All Administrative Officers shall be compensated at a rate of \$12.50 per hour of work.
6. Cabinet compensation shall not begin until the fall semester begins, except the President.

Article 4: President's Cabinet Qualifications

1. Cabinet members shall be members of the student body.
2. Cabinet members shall have a cumulative GPA of at least 2.50.
3. Cabinet members shall only hold a single Cabinet office at once.
4. Cabinet members shall be expected to attain junior standing before taking office.

Article 5: President's Cabinet Powers

1. Cabinet members shall have the power to release allocated funds for authorized purposes.

Article 6: President's Cabinet Responsibilities

1. Cabinet members shall preside over any standing committees for which they are the Chair.
2. Cabinet members shall be responsible for the decisions and performance of subordinate officers.
3. Cabinet members shall assume any duties assigned by the Senate or superior officers.
4. Cabinet members shall report any SGA expenditures they incur to the CFO or Treasurer.

Chapter II: The President

Article 7: Powers of the President

1. The President shall have the power to appoint Election Officials, barring a conflict of interest.
2. The President shall have the power to amend budget allocations not specified by the Senate.
3. The President shall have the power to administer the SGA purchasing card.
4. The President shall have the power to require the resignation of appointed Cabinet officers.
5. The President shall have the power to appoint the Justices.

Article 8: Responsibilities of the President

1. The President shall establish an annual agenda for the SGA.
2. The President shall execute all legislation passed by the Senate.
3. The President shall maintain regular correspondence with the ACU administration.
4. The President shall have the power to execute disbursements of the SGA Endowment not specified by the Senate.
5. The President shall quickly fill vacancies in SGA offices over which he/she has authority.
6. The President shall communicate with the Office of Multicultural Affairs, hereafter the OMA.

Chapter III: The Vice President

Article 9: Powers of the Vice President

1. The Vice President shall be the Parliamentarian of the Senate.
2. The Vice President shall have the power to call special sessions of the Senate.
3. The Vice President shall have the power to appoint and remove non-voting Senate members.
4. The Vice President shall have the power to appoint and remove select committees.
5. The Vice President shall have the power to appoint and remove Chairs for select committees.
6. The Vice President shall have the power to administer the SGA purchasing card.

Article 10: Responsibilities of the Vice President

1. The Vice President shall ensure the proper execution of parliamentary procedure in the Senate.
2. The Vice President shall ensure that select committees are productive.
3. The Vice President shall coordinate with the Chief of Staff to document Senate proceedings.
4. The Vice President shall coordinate with the Marketing Director to advertise Senate openings.

Chapter IV: The Treasurer

Article 11: Powers of the Treasurer

1. The Treasurer shall have the power to amend budget allocations not specified by the Senate.
2. The Treasurer shall have the power to administer the SGA purchasing card.
3. The Treasurer shall have the power to execute disbursements of the Endowment not specified by the Senate.

Article 12: Responsibilities of the Treasurer

1. The Treasurer shall propose a bill allocating SGA funds to student organizations each semester.
2. The Treasurer shall deliver a report on SGA finances to the Senate at the end of each semester.
3. The Treasurer shall ensure that funds administered by the SGA are used appropriately.
4. The Treasurer shall keep records of the SGA's revenues and expenses.
5. The Treasurer shall complete monthly expense reports in a timely manner.
6. The Treasurer shall instruct his/her replacement concerning the SGA's systems and processes.
7. The Treasurer shall be responsible for the execution, maintenance, and transfers of the Endowment.

Chapter V: The Chief of Staff

Article 13: Powers of the Chief of Staff

1. The Chief of Staff shall have the power to schedule appropriate meetings for Cabinet members.
2. The Chief of Staff shall have the power to schedule fair volunteer hours for Senate members.
3. The Chief of Staff shall have the power to administer the SGA purchasing card.

Article 14: Responsibilities of the Chief of Staff

1. The Chief of Staff shall keep minutes and attendance for all meetings of the Senate.
2. The Chief of Staff shall coordinate SGA officer schedules.
3. The Chief of Staff shall coordinate SGA events and operations as instructed.
4. The Chief of Staff shall administer SGA purchasing cards to appropriate student organizations.
5. The Chief of Staff shall maintain records of expenses and revenues as specified by the Treasurer.
6. The Chief of Staff shall maintain records of Senate volunteer hours.

Chapter VI: The Chief Financial Officer

Article 15: Powers of the Chief Financial Officer

1. The Treasurer shall have the power to amend budget allocations not specified by the Senate.
2. The Treasurer shall have the power to administer the SGA purchasing card.

Article 16: Responsibilities of the Chief Financial Officer

1. The Chief Financial Officer shall assist the Treasurer with financial recordkeeping.
2. The Chief Financial Officer shall assist the Treasurer with monthly expenses reports.
3. The Chief Financial Officer shall maintain efficient systems and processes for allocating funds.
4. The Chief Financial Officer shall investigate and implement improvements to office systems.
5. The Chief Financial Officer shall document the SGA's critical systems and processes.

Chapter VII: The Press Secretary

Article 17: Powers of the Press Secretary

1. The Press Secretary shall have the power to publish official SGA statements and media.
2. The Press Secretary shall have the power to authorize others to publish SGA media.
3. The Press Secretary shall have the power to initiate correspondence with media outlets.

Article 18: Responsibilities of the Press Secretary

1. The Press Secretary shall review any significant written media from the SGA before publication.
2. The Press Secretary shall be present for any interviews with significant media outlets.
3. The Press Secretary shall coordinate with the Marketing Director when publishing graphic media.
4. The Press Secretary shall inform the media outlets of recent and upcoming SGA activities.

Chapter VIII: The Marketing Director

Article 19: Powers of the Marketing Director

1. The Marketing Director shall have the power to publish official SGA statements and media.
2. The Marketing Director shall have the power to authorize others to publish SGA media.
3. The Marketing Director shall have the power to specify official SGA branding standards.

Article 20: Responsibilities of the Marketing Director

1. The Marketing Director shall ensure that official SGA media reflects SGA branding standards.
2. The Marketing Director shall be responsible for SGA social media and web content.
3. The Marketing Director shall ensure that account login information is both accessible and secure.

4. The Marketing Director shall coordinate with the Press Secretary when publishing written media.
5. The Marketing Director shall produce materials requested by superiors in a timely manner.
6. The Marketing Director shall adhere to the Marketing Brand Book.

Article 21: The Marketing Brand Book

1. The Marketing Brand Book shall outline standards for all SGA media and publications.
2. The Marketing Brand Book shall not be changed except with the approval of the Senate.

Chapter IX: The Director of Engagement and Recruitment

Article 22: Powers of the Director of Engagement and Recruitment

1. The Director of Engagement and Recruitment shall have the power to attend all budget meetings alongside the Treasurer and Chief Financial Officer.
2. The Director of Engagement and Recruitment shall have the power to organize and execute joint student organizational events.
3. The Director of Engagement and Recruitment shall have the power to consult student organization leaders in all endeavors.

Article 23: Responsibilities of the Director of Engagement and Recruitment

1. The Director of Engagement and Recruitment shall coordinate professional development opportunities, workshops, and other events to equip student organizations.
2. The Director of Engagement and Recruitment shall coordinate joint projects between organizations that share common goals and interests.
3. The Director of Engagement and Recruitment shall promote engagement and retention of senate members.
4. The Director of Engagement and Recruitment shall work in conjunction with the Vice President in Senate member recruitment.

Chapter X: Senate

Article 24: Senate Member Terms

1. Voting Senate member terms shall begin upon officially winning an election.
2. Voting Senate member terms shall end with the spring semester after taking office.

Article 25: Senate Qualifications

1. Voting Senate members shall be members of the student body.
2. Voting Senate members shall be members of their respective classes by year of entry.
3. Voting Senate members shall only hold a single elected office at once.

4. Voting Senate members shall be in good standing with the university.

Article 26: Senate Constituencies

1. Class Officers shall be voted on by students of their respective classes by year of entry.
2. Class Multicultural Representative voters shall be confined to the membership of the OMA.

Article 27: Senate Responsibilities

1. Voting Senate members shall attend all Senate meetings.
2. Voting Senate members shall vote on all Senate legislation.

Article 28: Senate Responsibility Enforcement

1. Voting Senate members with more than three unexcused absences in a semester shall be subject to removal.
2. Voting Senate members that refuse to vote shall be subject to removal.
3. Voting Senate members that refuse to attend scheduled events shall be subject to removal.

Article 29: Senate Meeting Quorum

1. Quorum shall be met when two-thirds of all voting Senate members are present at the meeting.
2. Meetings shall be adjourned if a Senate member calls for Quorum and Quorum is not met.

Chapter XI: Class Presidents

Article 30: Powers of Class Presidents

1. Class Presidents shall have the power to preside over their respective committees.

Article 31: Responsibilities of Class Presidents

1. Class Presidents shall work up to ten scheduled hours each semester.
2. Class Presidents shall be the Chair of their respective committees.
3. Class Presidents shall set agendas for the year.

Article 32: Qualifications for Class Presidents

1. Class Presidents shall have a cumulative GPA of at least 2.50.
2. Class Presidents shall have a GPA of 2.50 or higher.

Chapter XII: Class Vice Presidents

Article 33: Powers of Class Vice Presidents

1. Class Presidents shall have the power to preside over their committees in the Chair's absence.

Article 34: Responsibilities of Class Vice Presidents

1. Class Vice Presidents shall work up to ten scheduled hours each semester.
2. Class Vice Presidents shall assist their respective Class Presidents in executing their agendas.

Article 35: Qualifications for Class Vice Presidents

1. Class Vice Presidents shall have a cumulative GPA of at least 2.50.

Chapter XIII: Class Multicultural Representatives

Article 36: Powers of Multicultural Representatives

1. Multicultural Representatives shall have the power to preside over SGA diversity-centric events.

Article 37: Responsibilities of Multicultural Representatives

1. Class Multicultural Representatives shall work up to five scheduled hours each semester.
2. Class Multicultural Representatives shall meet monthly with the Office of Intercultural Engagement and Belonging.

Article 38: Qualifications for Multicultural Representatives

1. Multicultural Representatives shall have a cumulative GPA of at least 2.50.

Chapter XIV: Class General Senators

Article 39: Powers of General Senators

1. General Class Senators shall have the power to vote on all legislation.

Article 40: Responsibilities of General Senators

1. Class General Senators shall work up to five scheduled hours each semester.

Article 41: Qualifications for General Senators

1. Class General Senators shall have a cumulative GPA of at least 2.50.

Chapter XV: Senate Meetings

Article 42: Parliamentary Procedure

1. The Vice President shall be the Parliamentarian and shall adhere to Robert's Rules 11th Edition.
2. The Parliamentarian shall have the power to recognize senators to occupy the floor.
3. The Parliamentarian shall have the power to set a weekly agenda.
4. The Senate shall vote on the agenda before opening any legislation for discussion.

Article 43: Senator's Rights Within Parliamentary Procedure

1. Senators have the right to request legislation to be brought to the agenda.
2. Senators have the right to motion to overturn the parliamentarian's ruling.

Chapter XVI: Committees

Article 44: Senate Committees

1. Committee chairs shall be appointed by the Vice President.
2. Committee members shall be assigned by the Vice President.
3. Committee chairs are responsible for overseeing the actions of their respective committees.

Article 45: Standing Committees

1. The Internal Affairs Committee shall be a standing committee of the Senate.
2. The Freshman Experience Committee shall be a standing committee of the Senate.
3. The Sophomore Experience Committee shall be a standing committee of the Senate.
4. The Junior Experience Committee shall be a standing committee of the Senate.
5. The Senior Experience Committee shall be a standing committee of the Senate.

Article 46: Committee Meetings

1. Committee chairs shall be expected to conduct regular committee meetings.
2. Committee meetings shall be for the purpose of drafting legislation and planning events.

Chapter XVII: Judicial Board

Article 47: Judicial Board Terms

1. Board terms shall begin immediately upon Senate confirmation of an appointment.
2. Board terms shall end only by graduation, resignation, or removal by the Senate.
3. Board members may not run for executive offices at any time in attendance at ACU.

Article 48: Judicial Board Proceedings

1. The Board shall produce Interpretations and Rulings for the SGA.
2. The Board shall issue Interpretations and Rulings through a simple majority vote of its members.
3. The Board shall hold the votes of all its voting members equal.
4. The Board shall issue Interpretations when students request clarity for Authoritative Documents.
5. The Board shall specify its reasoning when issuing an Interpretation.
6. The Board shall issue Rulings when students accuse SGA officials of illegal action.
7. The Board shall specify any necessary remedial actions in its Rulings.
8. The Board shall keep detailed records of its decisions.
9. The Board shall include dissenting opinions in its records.

Chapter XVIII: The Chief Justice

Article 49: Powers of the Chief Justice

1. The Chief Justice shall have the power to call special Board meetings.
2. The Chief Justice shall have the power to call special Senate sessions for removal proceedings.
3. The Chief Justice shall have the power to vote in all Board meetings.

Article 50: Responsibilities of the Chief Justice

1. The Chief Justice shall establish regular meetings to perform Board duties.
2. The Chief Justice shall preside over special Senate sessions for removal proceedings.
3. The Chief Justice shall attend all regular and special board meetings.

Article 51: Qualifications for the Chief Justice

1. The Chief Justice shall be expected to attain junior standing before taking office.
2. The Chief Justice shall not hold any other office in the SGA.

Chapter XIX: Associate Justices

Article 52: Powers of Associate Justices

1. The Associate Justices shall have the power to vote in all Board meetings.

Article 53: Responsibilities of Associate Justices

1. The Associate Justices shall attend all regular and special board meetings.

Article 54: Qualifications for Associate Justices

1. The Associate Justices shall be expected to attain sophomore standing before taking office.
2. The Associate Justices shall not hold any other office in the SGA.

Chapter XX: Elections

Article 55: Appointing the Elections Chair

1. The Elections Chair shall be appointed by the Vice President.
2. The Elections Chair shall be appointed by the Board if the Vice President campaigns for office.
3. The Elections Chair shall be confirmed by the Senate by a two-thirds majority.

Article 56: The Elections Committee

1. The Elections Committee shall be appointed by the Elections Chair
2. The Elections Committee will serve the Elections Chair as outlined by the presiding Chair.

Article 57: Powers of the Elections Chair

1. The Elections Chair shall have the power to mediate disputes between candidates.
2. The Elections Chair shall have the power to enforce the Election Rules and Procedures.

Article 58: Election Operations

1. Elections shall not be mediated through delegates or appointed leaders.
2. Elections shall not be subject to constraints not authorized through the Authoritative Documents.
3. The Election Rules and Procedures shall be specified by the Elections Chair.
4. The Vice President of Student Life shall have ultimate authority over SGA elections.
5. Winners will be decided upon receiving a 50% majority of the vote.
6. Runoffs will be between the top 2 candidates under 50% of the vote; or if the vote is within +/-2% between candidates.

7. In the event of a runoff for Class President, the 10th general Class Senator position will be reserved for the runner-up of the Class President runoff.

Chapter XXI: Endowment

Article 59: Distributions

1. Distributions from the Endowment shall be transferred into SGA's restricted account. The Treasurer shall transfer the distribution in
2. the restricted account to the SGA unrestricted account for use in the current year except during the Building Phase.
3. Distributions shall be made to the restricted account in the last month of the fourth quarter of the fiscal year, beginning in May of 2022.
4. Each administration shall reinvest the distributions back into the Endowment during the Building Phase.

Article 60: The Building Phase

1. The Building Phase shall be a period of reinvesting the distribution in order to catalyze the growth of the Endowment for future benefit.
2. The Building Phase shall exist through the duration of the 105th Senate unless terminated sooner by an alteration of these bylaws.
3. By a two-thirds majority vote of voting members, the Senate may vote to retain the distribution for spending in the year in which they serve. The distribution could be applied to the Executive Cabinet, Senate, or any other expense chosen.