

**CONSTITUTION OF THE STUDENT GOVERNMENT
ASSOCIATION OF THE UNIVERSITY OF NORTH CAROLINA
WILMINGTON**



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As amended by the 78th Session on April 1st, 2025

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TITLE I

CHAPTER 100. SYSTEM OF STATUTES

- 100.1* All Student Government policy, procedure and a law shall be numbered, inserted, and approved for insertion in the in the General Statutes, also referred to as the Student Government Statutes. In accordance with Article IV, Section 3, Subsection D of the Student Government Constitution, the Senate shall have the power to “*Adopt and ratify, by a two-thirds (2/3) vote, constitutionally sound Student Government Statutes for the purpose of governing SGA procedures, executive duties, and finance guidelines.*”
- 100.2* Student Government Statutes shall be organized by subject matter into to following six (6) Titles separated by chapters. The first digit of the chapter number shall represent the corresponding Title number.
Title I. Chapters 100-199 - (General Provisions)
Title II. Chapter 200-299 - (Executive Branch)
Title III. Chapter 300-399 (Senate)
Title IV. Chapter 400-499 (Punitive Actions)
Title V. Chapter 500-599 (Funding)
Title VI. Chapter 600-699 (Elections)
- 100.3* In the event any Title, Chapter, section, or subsection in these Statutes should conflict with the Student Government Constitution, the guidelines in the Constitution shall prevail.
- 100.4* The first three digits of the Statute number shall represent the corresponding Statute Chapter. All chapter decimal place shall serve as a section of the three- digit chapter number. Additional decimal places shall serve as subsections of the chapter’s section. For example, Chapter 199 may contain section 199.5 and subsection 199.5.1.
- 100.5* To promote Statute indexing and historical reference, following its adoption, the Senate President Pro-Tempore shall ensure that a set of the Constitution and Statutes are saved from the beginning of the session and the end of the session.
- 100.6* Digital copies of the Statutes shall be uploaded to the SGA website for reference by each newly elected or appointed officer or Senate member and for public viewing.
- 100.7* All General Statutes, Bylaws, or Rules of the Student Government Association previously adopted by the Senate shall be repealed and considered null and void following the approval of the current year’s Statutes.
- 100.8* A copy of all Student Government Statutes shall be made available to each newly elected Senator and each newly appointed Senator prior to their first Senate meeting.
- 100.9* The Student Body Vice-President and Senate President Pro-Tempore shall have the authority to make corrections to the Constitution and Statutes but only to typographical and grammatical errors. These corrections cannot change the nature or the context of the statements.

CHAPTER 101. DOCUMENTATION

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- 101.1* In an effort to promote Student Government transparency, all official business shall be published electronically on a publicly accessible web space for public viewing. documents shall be made accessible to the public at the earliest opportunity not to exceed seven (7) business days following document approval.
- 101.2* All public records requests for Student Government documents not previously made available in accordance with SGA General Statutes Chapter 101.1 shall be submitted by letter to the Student Government Director of Communications.
- 101.2.1* Electronic requests for documents shall be submitted to the SGA email account at SGA@uncw.edu.
- 101.2.2* All attempts shall be made to fulfill requests for public records within seven (7) business days following receipt of any such request.
- 101.3* Pursuant with UNC General Records Retention and Disposition guidance, original copies of SGA documents including but not limited to the SGA Constitution, Statutes, correspondence, fiscal records, meeting minutes, and annual reports should be transferred to University Archives within a period of time not to exceed two (2) years.
- 101.3.1* When available, digital copies of all SGA documents should be transferred to University Archives on a yearly basis.
- 101.3.2* Responsibility for transfer of SGA documents to University Archives shall fall under the Student Government Director of Communications or another presidential designee.
- 101.4* The Student Government Office shall maintain digital copies of all official business, including but not limited to Legislation, Minutes, Agendas, Financial Data, Reports, or correspondence on behalf of the Senate, Executive Cabinet, Senate Committees, or other sanctioned body of the Student Government Association acting on behalf of SGA. Records shall be stored on a publicly accessible website and a networked or otherwise shared folder for SGA membership.
- 101.5* Student Government members are expected to retain and maintain accurate documentation of all business or formal correspondence made on behalf of SGA, or documents generated in the completion of required Student Government Activities. Documentation relevant to current operations or necessary for future continuity shall be stored electronically under the committee's name in a networked or otherwise shared folder.

CHAPTER 102. CODE OF ETHICS

- 102.1* The General responsibilities of Student Government officers and members are:
- a) Actively seek to avoid conflicts of interest,
 - b) Uphold and defend the SGA Constitution,
 - c) Be aware that the role of SGA members is to represent the interests of their constituents,
 - d) Lobby for student issues in an ethical manner,
 - e) Represent UNCW and the Student Government Association in a professional and respectful manner to outside groups,

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- f) Promote open governance and transparency to constituents, and
- g) Represent the student body fairly and equitably.

- 102.2 No SGA or Senate member shall accept or receive any compensation, payment, bribe, gift, or other item of value given with intent to influence a vote, or given in exchange for past, present, or promise of future performance or nonperformance of a duty inherent to responsibilities of the officer or member in question.
- 102.3 No SGA officer or Senate member shall use or attempt to leverage their position as a Student Government officer or member or refer to their position on SGA to receive or otherwise benefit from opportunities unavailable to the general student body outside of their duly approved stipend.
- 102.4 No SGA officer or Senate member shall present amendments or changes to SGA documents with intent of bettering personal circumstances or achieving provisions that directly benefit the individual above the Student Body as a whole.
- 102.5 No SGA officer or Senate member shall participate or actively condone activities that would enable or create the illusion of a conflict of interest between a private party and the interests of the Student Body. This includes any private, commercial activities in which the Student Government officer or member has direct or indirect financial or business interest above or beyond the interest of the student body-at-large.
- 102.6 In the event a Student Government officer or Senate member becomes aware of changes in their personal, judicial, or academic standing that would place them outside of the guidelines set forth as membership requirements, the Student Government officer or Senate member is expected to notify the Student Body Vice-President.
- 102.7 Any violation of ethics standards set forth in General Statutes Chapter 102 shall be investigated by Internal Affairs. Internal Affairs shall subject any Student Government officer or member to judicial action as set forth by the Internal Affairs guidelines.

CHAPTER 103. GENERAL MEMBERSHIP REQUIREMENTS

- 103.1 No SGA officer or member shall serve in more than one office (elected or appointed) or on any two branches of the Student Government Association at any one time, unless otherwise exempted by the Student Government Constitution or Student Government Statutes.
- 103.2 In accordance with Article VI of the Student Government Constitution, all newly elected or appointed SGA officers or members shall take the following oath of office: *“I, (state your name) do solemnly swear to uphold and defend the Constitutions of the United States of America and the Student Government Association of UNCW and their ideals, and to represent and protect the interests of the students and of the university to the best of my abilities.”*
- 103.3 All Student Government members and officers shall be students in “good standing” with the University as verified by the SGA Advisor(s) and Office of the Dean of Students and must consent to any and all judicial or academic record verifications.

CHAPTER 104. ASSOCIATION OF STUDENT GOVERNMENTS

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- 104.1* A delegation from the Student Government Association at the University of North Carolina Wilmington shall serve as one of the Seventeen (17) voting members of the University of North Carolina Association of Student Governments.
- 104.2* The University of North Carolina Wilmington delegation to the Association of Student Governments shall consist of the following four (4) members:
- a) Student Body President (ex-officio)
 - b) Student Body Vice-President (ex-officio)
 - c) Chief of Staff (ex-officio)
 - d) ASG Liaison (ex-officio)
- 104.3* The Student Body President shall serve as delegation leader to the UNC Association of Student Governments.
- 104.4* The ASG liaison shall be responsible for reporting all Association actions to the Senate.
- 104.5* Once appointed, any Delegate may be removed from their role by a two-thirds (2/3) vote of the Senate. In the event of the removal of the Student Body President, the Student Body Vice-President shall serve as Delegation leader. In the event the Student Body Vice-President is removed from the Delegation, the Senate President Pro-Tempore shall serve in their place.
- 104.6* All delegates to the UNC Association of Student Governments must be current officers or senate members of the University of North Carolina Wilmington Student Government Association.
- 104.7* At their discretion, the delegation leader may elect to allow non-voting guests to join the delegation to general meetings of the UNC Association of Student Governments.
- 104.8* Delegates to the Association shall be exempted from the prohibition of multiple offices specified in Statute Chapter 103.1
- 104.9* Members of the Student Government Association serving as Executive Officers of the Association shall be exempted from the prohibition of multiple offices specified in Statute Chapter 103.1

CHAPTER 105. ORGANIZATION REGALIA

- 105.1* Any student that has served within the Student Government Association for a minimum of one (1) full consecutive year is entitled to receive an official graduation cord during the semester of their commencement regardless of their current status within the organization.
- 105.1.1* Graduation cords will be a double solid braid of navy and teal cording.
 - 105.1.2* Changes to cord composition can be proposed by any member of the Senate and a two-thirds (2/3) majority vote of the Senate.
- 105.2* Clause 105.1 is applicable to all students that meet the listed requirements, including those who are no longer active members of the organization, provided their tenure ended after the completion of one (1) full consecutive year.

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105.2.1 Clause 105.1 does not apply to any member whose tenure with the organization was terminated through a passed bill of impeachment or other forcible removals from the organization.

105.3 Any student that has served within the Student Government Association is entitled to receive an official organizational polo upon the swearing in of their current term.

105.3.1 Organizational polos will be navy, and embroidered with the Student Government Association logo.

105.3.2 Changes to the polo design can be proposed by any member of the Senate and a two thirds (2/3) majority vote of the Senate.

105.3.3 Students may receive only one (1) polo throughout their time served in the Senate.

105.4 Clause 105.3 is applicable to all students that meet the listed requirements, including those who are no longer active members of the organization, provided their tenure ended after the completion of one (1) full consecutive year.

105.4.1 Clause 105.3 does not apply to any member whose tenure with the organization was terminated through a passed bill of impeachment or other forcible removal from the organization.

CHAPTER 106. INDEX OF TERMS

106.1 Within these statutes the following definitions shall apply:

106.1.1 The “SGA” refers to the Student Government Association at the University of North Carolina Wilmington

106.1.2 The “President” when referenced alone refers to the Student Body President

106.1.3 “UNC ASG” or “ASG” refers to the University of North Carolina Association of Student Governments.

106.1.4 A Student Government “member” refers to a Senator or Executive Officer of the Student Government Association

106.1.5 “Senator” refers to any individual, elected or appointed, serving in the UNCW Senate, the legislative branch of the Student Government Association.

106.1.6 “Executive” refers to any individual, elected or appointed, serving as an Executive member of the UNCW Student Government Association.

TITLE II

CHAPTER 200. EXECUTIVE CABINET

200.1 The Executive Cabinet at the University of North Carolina Wilmington, in order to address any and all Executive concerns, adopts Title II of the General Statutes.

200.2 The Executive Cabinet shall serve as an advisory board to the Student Body President.

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- 200.3 The Executive Cabinet shall meet at the call of the Student Body President or the Chief of Staff for a minimum of two meetings per month and shall be chaired by the Chief of Staff.
- 200.4 The Executive Cabinet shall convene independently of other regular meetings for a minimum of one training and planning session per semester.
- 200.5 All members of the Executive Cabinet, with the exception of the Student Body President and Student Body Vice-President, shall be appointed by the Student Body President and approved by two-thirds (2/3) majority vote of the Senate.
- 200.6 The Following Officers shall be members of the Executive Cabinet
- a) Student Body President
 - b) Chief of Staff
 - c) Treasurer
 - d) Director of Communications
 - e) Director of Diversity, Equity, and Inclusion
 - f) Director of Marketing
 - g) Student Body Vice-President (shall be a non-voting member).
- 200.7 All members of the Executive Cabinet shall have completed one semester as a full-time UNCW student and must maintain a current and cumulative grade point average no lower than 2.500 on a 4.000 scale.
- 200.8 All Executive Cabinet members shall attend all Senate Meetings and shall be prepared to give a report at the scheduled time.
- 200.9 All Executive Cabinet members shall meet with their designated SGA advisor at least once per month during the academic year.
- 200.10 All Executive Cabinet Members must complete a minimum of three (3) approved service hours per semester. Approval of such hours shall be the responsibility of the Senate Pro-Tempore.
- 200.11 All Executive Cabinet Members should create a transition binder outlining best practices, previous work, experiences, and advice for the next student in their respective position.
- 200.12 Not adhering to any of the requirements or duties listed in Title II of the Statutes shall be considered dereliction of duty and will result in punitive action and may result in impeachment subject to the determination of the Internal Affairs Committee.
- 200.13 All Executive Cabinet members must serve and record a minimum of six (6) scheduled office hours per week. Four (4) hours of which are required to be spent in the Student Government Office. The other two (2) hour may be completed in the office or alternative location, but still must be recorded. The Student Body President shall serve and record ten (10) hours per week. Seven (7) hours of which are required to be spent in the Student Government Office. The other three (3) hours may be completed in the office or alternative location but still must be recorded.
- 200.13.1 The Director of Diversity, Equity, and Inclusion may spend one (1) hour in any of the student cultural or resource centers. This hour may be recorded as an in-office hour.

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CHAPTER 201. STUDENT BODY PRESIDENT

201.1 The term of the Student Body President shall begin immediately after the administration of the oath of office by a legally elected judge at inauguration.

201.2 The Student Body President shall receive a monthly stipend five hundred seventy-five (\$575.00) dollars for twelve (12) months, starting in May of the spring semester in which they were elected.

201.3 The Student Body President shall adhere to the following duties:

a) Meet with the Chancellor, each University Vice-Chancellor, the Dean of Students, and the Faculty and Staff Student Body Vice-Presidents between the time of their inauguration and the beginning of the fall semester,

b) Present the State of the Student Government Association Address before the end of the fall semester,

c) Attend all UNCW Board of Trustees meetings and be prepared to report on the state of the SGA to the Board of Trustees,

d) Attend monthly meetings of the Association of Student Governments (ASG) and shall serve as the delegation leader.

i. If the Student Body President cannot attend, they must appoint a proxy to attend the ASG Council of Student Body Presidents meeting.

e) Shall have weekly meetings with the Student Body Vice-President during the Summer Session of their administration and throughout the year,

f) Shall have meetings with advisor(s) twice a month during the summer.

i. These meetings shall be used to update advisor(s) on current progress.

g) Attend all involvement carnivals during Summer Orientations with Student Body Vice-President and Chief of Staff,

h) Should serve ten (10) office hours a week during the summer.

i. These hours shall be used to start planning and researching how to accomplish their platform.

ii. Exceptions will be made for vacation time pre-approved by the SGA Advisor.

i) Work with the Chief of Staff to plan the Summer Retreat for the Executive Cabinet,

j) Have regular meetings with all Executive Cabinet members individually.

i. These meetings shall occur at minimum every other week that class is in session.

k) Attend one Residence Hall Tour per semester,

i. These meetings shall be used to speak directly with UNCW on-campus residents to solicit feedback and provide an opportunity to hear directly from constituents.

ii. These events shall be held separate from the Senate meetings, and Executive Cabinet meetings.

l) Shall serve as the primary contact to speak on behalf of the organization,

m) Meet at least once per month with the Chancellor to serve as a voice for students over the course of their term,

n) To represent the Student Body in dealings with the Faculty, Administration, Board of Trustees, UNC Board of Governors and the State of North Carolina,

o) To recommend appointments of student representatives to all required University, Faculty, or Administrative level committees at the request of the Chancellor and other personnel,

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- p) To serve as ex-officio member to the University of North Carolina Wilmington Board of Trustees,
- q) To appoint or remove students to the Executive Cabinet.
i. Actions must be approved by a two-thirds (2/3) vote of the Student Senate,
- r) To create or dissolve Executive Cabinet positions.
i. Actions must be approved by a two-thirds (2/3) vote of the Senate.
- s) To create or dissolve subsidiary executive commissions for exploration of pertinent topics,
- t) To develop a budget with the Treasurer for transmission to the Senate for approval,
- u) To serve as the budget signature authority for all executive expense lines,
- v) To veto any legislation within seven (7) calendar days of passage which they feel is unnecessary, improper, unconstitutional, or not in the best interest of the student body or the university.
i. This cannot be exercised on bills of reprimand or impeachment.
- w) To determine the validity of recall petitions in accordance with Chapter 612, and
- x) To direct the Elections Board to conduct a recall election in the event of a valid recall petition for an elected office.

CHAPTER 202. CHIEF OF STAFF

202.1 The term of the Chief of Staff shall be the last ten (10) months of the Student Body President's term.

202.2 The Chief of Staff shall receive a monthly stipend of three hundred fifty (\$350.00) dollars for the length of their term.

202.3 The Chief of Staff shall adhere to the following duties:

- a) Organize and distribute all written communication and other information for the SGA Executive Cabinet,
- b) Coordinate all SGA Student Services needs and preparation between inauguration and the start of the fall semester including but not limited to Seahawk Savings and Legal Services,
- c) Assist the Student Body president in the coordination and delivery of the State of the Student Government Association Address before the end of the fall semester,
- d) Serve as a proxy for the Student Body President when designated,
- e) Meet individually with each member of the Executive Cabinet alongside the Student Body President a minimum of once per month,
- f) Assist members of the Executive Cabinet in completion of projects,
- g) Coordinate and attend all involvement carnivals for SGA during summer orientations with Student Body President and Student Body Vice-President.
- h) Maintain the SGA@uncw.edu email account in conjunction with the Student Body President,
- i) Work with the Student Body President to plan the summer retreat for the Executive Cabinet,
- j) Plan and coordinate the SGA Inauguration Ceremony in the spring semester,
- k) The Chief of Staff shall work with the Treasurer and Student Body President to recommend and manage any expenditure from the Inauguration, State of the SGA Address, and forums line items,
- l) Shall be responsible for preparing Executive Cabinet and Senate name tents and

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name tags,

- m) Attend monthly meetings of the Association of Student Governments (ASG),
 - i. If the Chief of Staff cannot attend, they must appoint a proxy to attend the meeting.
- n) Shall be responsible for the general organization of the SGA office,
- o) Coordinating volunteer events requiring SGA attendance in conjunction with the Director of Communications,
- p) Plan and coordinate all of SGA's involvement activities within UNCW's Homecoming Week,
- q) Coordinate the production of Transition Binders/Documents of all Executive Board Members,
- r) Shall initiate the review of statutes at the start of each year,
- s) Shall be responsible for reserving the spaces for executive and senatorial committee meetings.

CHAPTER 203. TREASURER

203.1 The term of the Treasurer shall be the last ten (10) months of the Student Body President's term.

203.2 The Treasurer shall receive a monthly stipend of three hundred fifty (\$350.00) dollars for the length of their term.

203.3 The Treasurer shall adhere to the following duties:

- a) Prepare and manage the SGA annual budget,
- b) Serve as Chairperson of the Appropriations Committee,
- c) Review the use of allocated funds by clubs and organizations and ensure proper use thereof,
- d) Provide Ad-hoc educational seminars for clubs and organizations to ensure they are informed on the appropriations process,
- e) Advise the Director of Marketing on important events, dates, and relevant financial information,
- f) Serve on Ad-hoc committees at request of Student Body President, advisors, or other appropriate members of SGA,
- g) Stay up to date on spending of Sports Club Council, and ACE, reviewing monthly updates so that when the budget is being created there is context to be had,
- h) Meet with the Director of Business Operations and Facilities and Business Operations Coordinator to review weekly funding requests,
- i) Evaluate the funding limits for each type of funding every 4 years or as needed,
- j) Communicate to all members of SGA a budget allocation summary at the end of each semester,
- k) Meet with the Deputy Treasurer at least twice a month,
- l) Appoint all on-body and off-body members of the Appropriations Committee by at least two (2) weeks prior to the first senate meeting of each semester
- m) Be available at the request of an RSO treasurer(s) to assist in the funding process,
- n) Keep an up-to-date spreadsheet with all spending that is to be sent to the Student Body President Monthly.

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203.4 The Treasurer shall serve as advisor to the Student Body President on issues relating to SGA financial policy, procedures, and actions taken by the Executive Committee on Appropriations.

203.5 With permission from the Student Government President, the Treasurer may act as the budget signatory for Student Government expenses.

CHAPTER 204. DIRECTOR OF COMMUNICATIONS

204.1 The term of the Director of Communications shall be the last nine (9) months of the Student Body President's term.

204.2 The Director of Communications shall receive a monthly stipend of three hundred (\$300.00) dollars for the length of their term.

204.3 The Director of Communications shall adhere to the following duties:

- a) Shall take minutes during official Senate and Executive Cabinet events, including, but not limited to, all meetings and retreats,
- b) Shall post meeting minutes and legislation on the website and Teams,
- c) Shall be responsible for managing, updating, and organizing electronic archives of SGA documents,
- d) Shall build a relationship with the Office of University Relations to communicate what SGA is working on via semesterly meeting,
- e) Shall post Senate meeting and Executive Board meeting minutes to shared file storage within twenty-four (24) hours of the concluding Senate meeting,
- f) Shall work with the Vice-President and Pro-Tempore to continuously update electronic archives of SGA documents including resolutions, statutes, bills, and meeting minutes,
- g) Shall find and promote service hour opportunities to the rest of the Senate and Executive board,
- h) Shall chair the Campus Outreach Committee,
- i) Shall appoint Vice-Chair of Communications to assist in managing the Outreach Committee and their additional duties,
- j) Shall collaborate with the Director of Marketing and Campus Dining to organize a service event at the end of the fall semester,
- k) Shall coordinate SGA's involvement and staffing in tabling events throughout the year, including but not limited to Fall and Spring Involvement Carnival, WagsGiving, Convocation, etc.
- l) Shall work with Athletics to determine who the Student Athlete Liaison will be to increase communication between Athletics and the Student Government Association.

CHAPTER 205. DIRECTOR OF DIVERSITY, EQUITY, ND INCLUSION

205.1 The term of the Director of Diversity, Equity, and Inclusion shall be the last nine (9) months of the Student Body President's term.

205.2 The Director of Diversity and Inclusion shall receive a monthly stipend of three hundred (\$300.00) dollars for the length of their term.

205.3 The Director of Diversity, Equity and Inclusion shall adhere to the following duties:

- a) Shall serve as a liaison between SGA and all external diversity initiatives as well as

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campus entities promoting an inclusive environment by serving on committees relating to campus diversity, equity, and inclusion

b) Shall plan and coordinate at least three (3) diversity events per semester. At least two (2) of these events need to be in collaboration with another department or student organization on campus,

c) Shall convey to the student body the status of diversity initiatives and the status of minority enrollment,

d) Shall meet once per month with the Chief Diversity Officer,

e) Shall Chair the Diversity, Equity and Inclusion Committee,

f) An opportunity must be presented each semester to all multicultural student organizations to have a collective meeting to promote relationships, collaborations, and share best practices for all events, and

g) Shall appoint Vice-Chair of Diversity, Equity, and Inclusion to assist in managing the Diversity, Equity, and Inclusion Committee and their additional duties.

205.4 The Director of Diversity, Equity, and Inclusion shall serve as an advisor to the Student Body President on issues regarding campus diversity, equity, and inclusion as well as multicultural student organizations.

205.5 The Director of Diversity, Equity, and Inclusion shall be responsible for coordinating the semesterly lunch meetings of Student Government leadership and diverse student leader constituents to hear and understand the needs of minority students and advocate for these needs, of which the functionalities of these meetings include:

a) Scheduling of semesterly lunches that will begin in the fall term in September and continue into the spring term until April,

b) The attendance of the Director of Diversity, Equity, and Inclusion, Student Body President, and Student Body Vice-President,

c) The attendance of a maximum of two (2) active representatives from each Diversity office and/or stakeholders of minority groups, who are either part of a registered student organization (RSO) or represent an ethnic group on the university campus,

d) Orchestrating Diversity office representation with the Directors of each Diversity office and/or with active student leaders within said minority populations, and

e) Collecting feedback from constituents and working with the Chief Diversity Officer and other university administrators to address said concerns

205.6 The Director of Diversity, Equity, and Inclusion shall assist diversity centers during the process of appointing diversity center senators

CHAPTER 206. DIRECTOR OF MARKETING

206.1 The term of the Director of Marketing shall be the last nine (9) months of the Student Body President's term.

206.2 The Director of Marketing shall receive a monthly stipend of three hundred (\$300.00) dollars for the length of their term.

206.3 The Director of Marketing shall adhere to the following duties:

a) Shall be responsible for the advertisement, marketing, and publicity of all SGA events and initiatives including but not limited to:

i. The annual State of the SGA Address

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- ii. The annual Inauguration
- iii. Deadlines for funding requests and legislation
- b) Shall coordinate the annual Teal Game Basketball game,
- c) Shall coordinate with SGA advisors to promote outreach to RSOs through email,
- d) Shall compile photos and other information related to the SGA and update the SGA website at least once a week, as well as update the social media at least three (3) times a week including, but not limited to, all events where SGA is involved,
- e) Shall work in conjunction with the Student Body Vice-President to post Senate positions to the social media,
- f) Shall Chair the Marketing Committee,
- g) Shall monitor and coordinate the publicity of all existing SGA services; including but not limited to Legal Services, and SGA Bike Pump,
- h) Shall produce videos to be shown as advertisements in Lumina Theatre, residence and other media outlets to update the student body about SGA initiatives,
- i) Shall order all marketing and promotional materials,
- j) Shall be trained in all aspects of social media and SGA presence,
- k) Shall attend the monthly Senatorial Board and assist the committee Chairs in creating strategic marketing plans, and
- l) Shall appoint Vice-Chair of Marketing to assist in managing the Marketing Committee and their additional duties.
- m) Shall collaborate with the Director of Communications and Campus Dining to organize the annual donation of food to the Good Shephard Center of Wilmington at the end of the fall semester.
- n) Shall update the Campus Life bulletin boards once a month with help from the marketing committee,

206.4 The Director of Marketing shall work with the Treasurer and Student Body President to recommend and manage any expenditure from the SGA marketing or promotional budget lines.

206.5 The Director of Marketing shall serve as an advisor to the Student Body President on issues regarding marketing.

CHAPTER 207. DIRECTOR OF HEALTH & WELLNESS

207.1 The term of the Director of Health & Wellness shall be the last (9) months of the Student Body President's term.

207.2 The Director of Health and Wellness shall receive a monthly stipend of three hundred dollars (\$300.00) for the length of their term.

207.3 The Director of Health & Wellness shall adhere to the following duties

- a) Shall serve on the Chancellor's Committee on Substance Abuse,
- b) Shall stay informed on health & wellness initiatives, practices, and issues,
- c) Shall collaborate on least two (2) well-being related events per semester,
- d) Shall oversee one (1) internal health & wellness event for the Student Government Association members per semester,
- e) Shall work with the Chair of Campus Services and Student Services along with UNCW Recycling Services to ensure the success of Race to Zero Waste,

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f) Appoint a Vice-Chair of the Health & Wellness Committee to effectively run meetings and take minutes.

g) Shall meet with the following campus stakeholders at least once during each semester:

- i. Director of Environmental Health & Safety
- ii. Chief Sustainability Officer
- iii. Director of Campus Recreation
- iv. Director of CARE
- v. Director of Title IX Office
- vi. Director of the Disability Resource Center
- vii. Vice Chancellor for Student Affairs
- viii. Director of Financial Aid
- ix. Senior Associate Dean of Students
- x. Dining Vendor/Dietitian

h) Shall meet at least once a month with the Director of the Abrons Student Health Center,

i) Shall collaborate with the Student Services Chair for “Wellness Week”

j) Shall use the Okanagan Charter as a guiding principle for wellness initiatives on campus,

k) Shall collaborate with UNCW departments to display commitment to all aspects of the Healthy Hawks Model and the eight (8) dimensions of wellbeing (emotional, engagement, intellectual, financial, occupational, physical, spiritual, and sustainability),

207.4 The Director of Health & Wellness shall serve as an advisor to the Student Body President on issues regarding health & wellness as well as registered student organizations with a health & wellness focus.

CHAPTER 208. EXECUTIVE DISCRETIONARY FUND

208.1 The Executive Discretionary budget line shall be used to fund projects and initiatives deemed appropriate and necessary by the Executive Cabinet.

208.2 All Expenditures from the Executive Discretionary fund shall need to be brought forward for a vote and subject to approval by majority fifty percent plus one (50% + 1) vote. In the event of a tie, the Student Body Vice-President may cast the deciding vote

CHAPTER 209. APPROPRIATIONS COMMITTEE

209.1 The Appropriations Committee shall be chaired by the Treasurer.

209.2 Members of the Appropriations Committee shall be appointed by the Treasurer. The committee must have at least three (3) SGA Senators. The majority fifty percent plus one (50% +1) or greater of the members of the committee must be non-SGA students. Total membership shall not exceed eleven (11) voting members.

209.2.1 All SGA Senators that are being appointed to the committee must be approved by the Senate with a simple majority fifty percent plus one (50% +1) or greater.

209.2.2 All non-SGA Senators being appointed to the committee need not be approved by the Senate but interviewed and vetted by the Treasurer.

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209.3 Senators in the Appropriations Committee shall satisfy the committee membership requirements outlined in General Statute Chapter 302.3(b)

209.4 Duties of the Appropriations Committee include:

a) Review the SGA budget guidelines on an annual basis,
b) Allocate all student fees passing through the SGA to Student Organizations,
c) Hear special activity and capital expenditure requests and make recommendations in the form of written legislation to the Senate on whether to fund or not fund the activity, or how much of the activity to fund, and

d) Hear budget requests and make recommendations in the form of written legislation to the SGA on whether to fund or not fund the budget, or how much of the budget to fund.

e) Serving on the Appropriations Committee will count as half an office hour per meeting. If a member does not attend the weekly meeting or appropriations does not meet, they are still responsible for fulfilling the two-office hour-a-week requirements as stated in 302.3c

209.5 The Deputy Treasurer shall be appointed by the Student Body President and be approved by two-thirds (2/3) vote of the Senate.

209.6 The Deputy Treasurer shall receive a monthly stipend of two hundred (\$200.00) dollars for the length of their term. Duties of the Deputy Treasurer shall include:

a) The term of the Deputy Treasurer shall be the last nine (9) months of the Student Body President's term,

b) Report directly to the Treasurer,

c) Preside over the Appropriations Committee,

d) Present Appropriations Bills to the Senate in the Treasurer's absence,

e) Publish and distribute Appropriations Committee meeting minutes,

f) Coordinate SGA funding seminars three (3) times per semester and coordinate with Treasurer on other events

g) Assist in scheduling of all presentations of Registered Student Organizations,

h) Write weekly Appropriations Bills and send to the Vice President,

i) Serve on only the Appropriations Committee, being exempt from General Statute

302.3b,

j) Submit weekly Appropriations Committee attendance,

k) Perform any other duties as assigned by the Treasurer,

l) Complete four (4) office hours weekly,

m) Collaborate with the Director of Communications about sending a mass RSO email at least once a semester to communicate funding opportunities,

n) Collaborate with the Director of Marketing to create social media content about funding,

o) Create social media content to communicate funding deadlines including open and close date for funding, capital expenditure deadlines, and

p) Shall serve as a permanent member of the Senatorial Board

209.7 Dismissal of an Appropriations Committee member shall be done with a vote of two-thirds (2/3) or more of the Appropriations Committee members present.

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209.7.1 Dismissal proceedings shall be initiated by the Treasurer or Vice-Chair or by a committee member designated by a simple majority of the committee.

209.7.2 The member in question will be notified at least five university business days before they are to appear before the committee. Committee members will also be notified at least five university business days in advance.

209.7.3 The member has the right to face those who are accusing them. They will have the right to appeal the decision to the Senate.

209.7.4 If the member refuses to appear before the Appropriations Committee and their accusers, then the motion for dismissal must be presented to a session of the Senate, where a two-thirds (2/3) vote may dismiss the committee member.

209.7.5 Reasons for dismissal are non-fulfillment of duties as outlined in these bylaws and the SGA constitution, including violation of appropriate SGA attendance policies (SGA Constitution, Article III & VI; SGA Legislative Bylaws).

209.8 A quorum must be present to conduct business. A quorum shall consist of fifty percent plus one (50% +1) of the total membership, including the Treasurer or Vice-Chair, with at least one member from the Senate and one non-SGA member.

209.9 Minutes of all Appropriations Committee meetings will be published and available online in Microsoft Teams.

209.10 Meetings of the Appropriations Committee may be called by the Treasurer or by a simple majority of the committee to consider business other than referred requests or budget presentations.

209.11 All funding requests and budget modification requests reviewed by the Appropriations Committee will be presented to the Senate in the form of an Appropriations Bill. The Treasurer shall write all Appropriations Bills and submit them to the Student Body Vice-President no later than noon on the day the Bill is to be considered by the Senate.

209.12 The Appropriations Committee reserves the right to call any funded student organization to an Appropriations Committee meeting if the organization is found in violation of any SGA financial rules or procedures. Furthermore, the Appropriations Committee reserves the right to audit any organization handled by the SGA at any time. The Appropriations Committee reserves the right to require organizations to make an oral/written report of activities at any time. Failure of an organization to comply with any of these requests shall result in penalization, and their budget may be revoked. All penalties and remedial action will be imposed at the discretion of the Treasurer.

CHAPTER 210. OUTREACH COMMITTEE

210.1 Shall consist of the Director of Communications serving as Chair, the Vice-Chair, and members of the Senate

210.2 Shall have the following duties:

- a) Meet as needed to plan and facilitate outreach efforts,
- b) Actively seek the opinions of the student body on all SGA initiatives and

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directions,

- c) Conduct a monthly outreach tour to stop at various student organizations to hear student concerns and report on behalf of SGA, and
- d) Coordinate and attend at least one residence hall tabling per year.
 - i. These meetings shall be used to speak directly with UNCW on-campus residents to solicit feedback and provide an opportunity to hear directly from constituents. These events shall be held separate from the Student Senate Meetings, and Executive Cabinet meetings.

CHAPTER 211. DIVERSITY, EQUITY AND INCLUSION COMMITTEE

211.1 Shall consist of the Director of Diversity, Equity, and Inclusion serving as Chair, the Vice-Chair, and members of the Senate.

211.2 Shall have the following responsibilities:

- a) Shall serve as a liaison between SGA and all external diversity initiatives as well as campus entities promoting an inclusive environment by serving on committees relating to campus diversity, equity and inclusion,
- b) Shall plan and coordinate at least three (3) diversity events per semester,
- c) Shall convey to the student body the current status of diversity initiatives and the status of minority enrollment, and
- d) Shall assist the Director of Diversity, Equity, and Inclusion.

CHAPTER 212. MARKETING COMMITTEE

212.1 Shall consist of the Director of Marketing serving as Chair, the Vice-Chair, and members of the Senate.

212.2 Shall have the following responsibilities:

- a) Shall be responsible for the advertisement, marketing, and publicity of all SGA events and initiatives by collaborating with those individuals planning said activities.
- b) Shall assist in coordination the annual Teal Game Basketball game.
- c) Shall monitor and coordinate the quality and marketing of all existing SGA services, including but not limited to Legal Services, Seahawk Savings and SGA Bike Pump
- d) Shall market SGA to the Student Body as a whole.
- e) Shall assist the Director of Marketing.

CHAPTER 213. HEALTH & WELLNESS COMMITTEE

213.1 Shall consist of the Director of Health and Wellness, the Vice-Chair, and members of the Senate.

213.2 Shall have the following responsibilities:

- a) Shall plan and coordinate at least two (2) health and wellness events per semester,
- b) Shall address all concerns of UNCW students related to health and wellness and environmental health & safety,
- c) Shall convey to the student body the status of health and wellness initiatives, and
- d) Shall assist any administrative roles pertaining to health and wellness.

TITLE III

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CHAPTER 300. SENATE GENERALLY

- 300.1 The Senate at the University of North Carolina Wilmington, in order to address any and all Senate concerns, adopts Title III of these Statutes.
- 300.2 All members of the Senate will henceforth in this document be referred to as “Student Senators,” or “Senators.” Each Senator shall be permitted one (1) vote per item of business on the table.
- 300.3 The Senate shall be comprised of fifty-two (52) voting Senators distributed in the following manner:
- a) One (1) Freshman Class President
 - b) Six (6) Freshman Class Senators
 - c) One (1) Sophomore Class President
 - d) Two (2) Sophomore Class Senators
 - e) One (1) Junior Class President
 - f) Two (2) Junior Class Senators
 - g) One (1) Senior Class President
 - h) Two (2) Senior Class Senators
 - i) Two (2) College of Science and Engineering Senators
 - j) Two (2) College of Humanities, Social Sciences, and the Arts Senators
 - k) Two (2) Cameron School of Business Senators
 - l) Two (2) Watson College of Education Senator
 - m) Two (2) College of Health and Human Services Senators
 - n) Fourteen (14) At-Large Senators
 - o) One (1) Non-Traditional Student Senator
 - p) One (1) Senate President Pro-Tempore
 - q) One (1) International Student Senator
 - r) One (1) Fraternity and Sorority Life Senator
 - s) One (1) Transfer Student Senator
 - t) One (1) Graduate Student Senator
 - u) One (1) Honors College Senator
 - v) One (1) Military Affairs Senator
 - w) One (1) Mohin-Scholz Senator
 - x) One (1) Upperman African Cultural Center Senator
 - y) One (1) Centro Hispano Senator
 - z) One (1) Asian Heritage Senator
- 300.4 The Student Body Vice-President shall serve as the Student Body Vice-President and act as the presiding officer of all Senate Meetings. In the event they cannot attend, the Senate President Pro-Tempore shall preside over the meeting.
- 300.5 Unless otherwise noted in these Statutes or the SGA Constitution, all Senate positions shall be elected from duly enrolled students at the University of North Carolina Wilmington.
- 300.6 Amendments to Title III of the Student Government Statutes may be generated by any individual and are subject to two-thirds (2/3) approval of the Senate.
- 300.7 In order to conduct business in the Senate, there must exist a quorum of fifty percent plus one (50% + 1) of the currently filled Senate seats at any given meeting.

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CHAPTER 301. SENATE DECORUM

- 301.1* The Student Body Vice-President or presiding officer shall have control and direction of the meeting and shall be responsible for maintaining and preserving the order and decorum of the Senate.
- 301.2* Visitors to the Senate shall be seated in areas not reserved for SGA officials in the section dedicated for such purpose in the rear or sides of the meeting room. Visitors shall refrain from disruptive action, including but not limited to public protest, speaking, or debating while the Senate is in session, or approaching, soliciting, or otherwise attempting to influence Senate members during a meeting.
- 301.3* In the event of disorderly conduct or actions by visitors hindering the efficient progress of Senate business, the Student Body Vice-President or their designee may ask any visitor to leave the meeting room at any time.
- 301.4* Guests or visitors may speak at the time designated for such purpose in the Order of Business outlined in Chapter 304. Guests or visitors may be recognized for questions by the presiding officer or Senator by yielding the floor. Any debate by guests or visitors is prohibited.
- 301.5* Except in cases when doing so is necessary for the progress or presentation of business on the Senate floor, members shall refrain from the use of electronic devices including cellular telephones, laptop computers, or other handheld electronic devices while the Senate is in session.
- 301.6* Conducting conversations while a Senator or officer is currently recognized on the floor of the Senate shall be prohibited.
- 301.7* All debate and questions on the Senate floor shall be directed at the Student Body Vice-President or presiding officer and avoid character assassination, avoid the use of names or surnames of other Senators, and avoid disrespect of personalities.
- 301.8* To the degree they are able; all Senators shall stand and speak clearly and directly when addressing the Senate
- 301.9* No individual shall debate or bring forward question before being recognized by the Student Body Vice-President or presiding officer.
- 301.10* Any Senator, Executive Officer, guest, or other visitor violating any of the above Statutes may be asked to leave the Senate meeting room by the Student Body Vice-President or presiding officer and remain outside the meeting until adjournment. Removal of SGA officials shall require fifty percent plus one (50% + 1) vote of the Senate.

CHAPTER 301. SENATE MEMBERSHIP

- 302.1* As defined by the Office of the Dean of Students, all Senators shall maintain “good” academic and judicial standing. All Senators must maintain a cumulative or current grade point average of 2.500 or above on a 4.000 scale.
- 302.2* If a member is removed from office due to judicial process approved through Senate decree, they shall not be appointed to the Senate for the remainder of the session.

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- 302.3 All Senators shall be subject to the following duties:
- a) Represent constituents on all issues before the Senate.
 - b) Serve in a regular capacity on a minimum of one (1) standing Senate committee and one (1) standing Executive Cabinet committee.
 - c) Serve a minimum of two (2) scheduled office hours per week. One (1) hour of which is required to be spent in the Student Government Office. A second hour may be completed in the office or through attendance at voluntary SGA events or outreach events.
 - d) Complete a minimum of three (3) approved community service hours per semester. Approval of such hours shall be the responsibility of the Senate President Pro-Tempore.
 - e) Attend all Senate meetings, committee meetings, mandatory retreats, state of the SGA address and other meetings as required by consent of the Senate.
 - f) Be responsible for the proper maintenance and return of their official nametags. In the event a nametag is lost or not returned, the Senator shall incur a fine of \$7.
- 302.4 All Senators shall have the right to:
- a) Debate on all issues of business on the Senate floor
 - b) Author or sponsor any legislation to go before the Senate.
 - c) Have one (1) vote on all items of business before the Senate.
- 302.5 The Student Body Vice-President shall be responsible for the following regarding open senate seats:
- 302.5.1 Announcements for Senate vacancies shall be made public through announcements to the Senate, posting in the SGA office, and publication of vacant positions on the Student Government website.
 - 302.5.2 The Student Body Vice-President or their designee shall institute an application and interview process for any Senate vacancies to ensure adherence with non-exclusionary provisions in the SGA Constitution.
 - 302.5.3 All appointees shall complete a membership waiver and information release form for verification purposes.
 - 302.5.4 All appointments to Senate vacancies must be presented to the Senate and approved by a fifty percent plus one (50% + 1) vote.
- 302.6 Senators may submit resignations to the Student Body Vice-President and Senate President Pro-Tempore to become effective at the time stated in their official resignation
- 302.7 No Senators shall be seated to any position before recitation of the SGA Oath of Office administered under guidelines outlined in the SGA Constitution.
- 302.8 No Senators shall be authorized to appoint an alternate individual to vote or debate on their behalf.

CHAPTER 303. SESSIONS AND MEETINGS OF THE SENATE

- 303.1 Sessions of the Senate shall be numbered in ascending order in accordance with the number of academic years since the Student Government's inception. Academic years 1946-1947 began the 1st session.

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- 303.2 A session of the Senate shall be considered adjourned following the Inauguration of newly elected Officers and Senators. Previous sessions of the Senate may also be considered adjourned sine die at the first meeting presided by a newly elected Student Body Vice-President. New sessions officially begin at the first meeting presided over by the new Student Body Vice-President.
- 303.3 Notwithstanding State or Federal holidays, university breaks, or natural disasters/unavoidable conflicts, the Senate shall convene on a weekly basis during the academic year on Tuesdays at 6:00 PM, unless otherwise specified by the Student Body Vice-President.
- 303.4 At any point during a scheduled meeting of the Senate, it shall be in order as a privileged motion for any Senator to move to schedule a special meeting at the date and time described in such a motion. Such motions are debatable and require consent of a fifty percent plus one (50% + 1) majority of the Senate.
- 303.5 Special sessions of the Senate may be called with one (1) class days' notice by the Student Body Vice-President or by the written request of one-third (1/3) of the total members of the Senate submitted to the Student Body Vice-President. Special sessions may be declared invalid if exhaustive efforts to contact all members of the special session were not made.
- 303.6 As far as practical, and in keeping with the SGA Constitutional provision for open meetings, all meetings of the Senate shall remain open to all students. Except in such cases where a closed session is permitted by the North Carolina General Statutes §143-318.11(a), no official shall promote, move, or vote in favor of any action that would violate the letter, spirit, or intent of this law.

CHAPTER 304. ORDER OF SENATE BUSINESS

- 304.1 Order of business in the Senate shall be as follows:
- a) Call to Order
 - b) Pledge of Allegiance
 - c) Roll Call
 - d) Open Podium
 - e) Approval of the Minutes
 - f) Guest Speakers
 - g) Swearing in New Members
 - h) Reports
 - i) Special Committees (Ad-Hoc, Faculty Senate, etc.)
 - j) Special Reports (Senate or Liaison reports)
 - k) Old Business
 - l) New Business
 - m) Announcements (Senators may give brief announcements and speeches)
 - n) Advisor Remarks
 - o) Adjournment
- 304.2 Agendas for all regularly scheduled Senate meetings will be developed by the Student Body Vice-President or their designee before the start of all meetings and shall follow the order of business presented in Chapter 304.1 of the General Statutes.

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304.2.1 Notwithstanding any amendments, at the start of each meeting the Senate agenda shall be considered automatically adopted as drafted by the Student Body Vice-President.

304.2.2 Amendments to the Senate agenda may be offered by two thirds (2/3) vote of the Senators present and voting at the meeting for which the agenda applies.

304.3 A flag of the United States of America shall be present at all regular meetings of the Senate. Student Government officials and guests shall stand, if able, to recite the Pledge of Allegiance as the first order of business following a call to order

304.4 In accordance with the order of business presented in Chapter 203.6 of the Student Government Statutes, an "Open Podium" time not to exceed 10 (ten) minutes may be reserved for use of the general student body to address comments or concerns to the Senate. Each speaker may speak for a maximum of five (5) minutes. Open podium time may be extended by two-thirds (2/3) vote of the Senate. Current Student Government Association officials shall not be permitted to speak during Open Podium Time.

304.5 Any reports on the floor of the Senate shall not exceed five (5) minutes in length, notwithstanding a motion to extend this period by two-thirds (2/3) approval of the Senate.

304.5.1 For the purpose of accomplishing old or new business, reports may be dispensed by amendment of the Senate Agenda.

304.5.2 Any reports dispensed by an approved vote of the Senate shall be sent to the Director of Communications and distributed electronically within twentyfour (24) hours of the meeting's adjournment.

CHAPTER 305. STUDENT BODY VICE-PRESIDENT (SENATE PRESIDENT)

305.1 The Student Body Vice-President shall serve as Presiding Officer of the Senate, and act as Chairperson for all Senate meetings.

305.2 The Office of Student Body Vice-President shall be a twelve (12) month term and entitled to a monthly stipend of five hundred seventy-five dollars (\$575.00) starting after the Inauguration in the semester in which they were elected.

305.3 The Student Body Vice-President shall be a nonvoting member of the Senate. In the event that the Senate's vote ends in a tie, the Vice-President shall cast the deciding vote.

305.4 The Student Body Vice-President may reserve the right to debate on any motion, so long as the Senate President Pro-Tempore assumes Chairmanship for the duration of the motion.

305.5 The Student Body Vice-President shall have the right to call to order all meetings of the Senate.

305.6 The Student Body Vice-President shall serve as a nonvoting ex-officio member of all standing Senate committees.

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305.7 The Student Body Vice-President shall have the following duties:

- a) Meet with the Chancellor, each University Vice-Chancellor, and the Dean of Students between the time of their inauguration and the beginning of the fall semester,
- b) Meet with each Dean of the colleges and schools about filling the empty Senate positions, if applicable, and about their goals for the upcoming year,
- c) Assemble and distribute all Senate meeting materials including the Senate agenda, copies of all legislation, and any printed reports in advance of all meetings at least 5 hours before the Senate meeting,
- d) Plan the fall and spring semester training retreats with the assistance of the Senate President Pro-Tempore,
- e) Plan and facilitate a formal transition between the previous and newly elected leaders of SGA
- f) Sign all resolutions and bills of the Senate and transmit to the Student Body President within three (3) days of the resolution or bill's passing,
- g) Forward all signed legislation to appropriate mandates. Legislation should be emailed to on-campus mandates and mailed to off-campus mandates within seven (7) days after the Legislation's passing,
- h) Prepare and recommend changes to all Senate budget lines with the assistance of the Student Government Treasurer,
- i) Administer the SGA Oath of Office to all Senators appointed to the Senate after Inauguration,
- j) Serve as Chair of the Senatorial Board,
- k) Serve as a nonvoting, ex-officio member of the Executive Cabinet,
- l) To call to order and preside over all meetings of the Senate,
- m) To cast the tie-breaking vote, in the event of a tie vote of the Senate,
- n) To appoint or remove the Senate President Pro-Tempore with two-thirds (2/3) approval from the Senate,
- o) To appoint or remove Senate Committee Chairs with two-thirds (2/3) approval from Senate,
- p) To appoint any Senate vacancies with two-thirds (2/3) approval of the Senate,
- q) Represent the Senate at university and community functions,
- r) To serve as the budget signature authority for all legislative expense lines,
- s) To assume the duties of the Student Body President in their absence,
- t) Attend monthly meetings of the Association of Student Governments (ASG),
 - i. If they are unable to attend, they must appoint a proxy to attend in their place.
- u) Serve alongside the Provost and Vice-Chancellor of Business Affairs as the trichairs of the Campus Tuition and Fees Committee, responsible for making a recommendation to the Chancellor at the conclusion of the committee,
- v) Attend all Involvement Carnivals during summer orientations with the Student Body President and Chief of Staff,
 - i. Statute 305.7(v) shall only be applicable if summer involvement carnivals are to occur,
- w) Shall have meetings with advisor(s) twice a month during the summer. These meetings shall be used to update advisor(s) on current progress,
- x) Shall have weekly meetings with the Student Body President during the summer session of their administration and throughout the year,
- y) Should serve and record ten (10) office hours a week during the summer, and

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- i. These hours shall be used to start planning and researching how to accomplish their platform, as well as filling vacant senate positions.
- ii. Exceptions will be made for vacation time preapproved by the SGA advisor(s).
- z) Shall serve and record ten (10) hours per week during the school year, eight (8) hours of which are required to be spent in the Student Government Office. The other two (2) hours may be completed in the office or alternative location but still must be recorded.

CHAPTER 306. SENATE PRESIDENT PRO-TEMPORE

- 306.1 The Senate President Pro-Tempore shall be an appointed position by the Student Body Vice-President. The Senate President Pro-Tempore shall be selected from among current serving Senators and be approved by a two-thirds (2/3) vote of the Senate by the second regularly scheduled Senate meeting.
- 306.2 The Senate President Pro-Tempore shall be a separate voting position within the Senate and any individual appointed as Pro-Tempore shall be relieved of their existing Senate seat.
- 306.3 The Senate President Pro-Tempore shall meet all requirements of the Student Body Vice-President, including maintenance of a current and cumulative GPA of 2.500 on a 4.000 scale.
- 306.4 The Senate President Pro-Tempore shall serve as Chairperson of the Internal Affairs Committee and be exempt from the standing Senate committee membership requirement in General Statute 302.3b
- 306.5 The Senate President Pro-Tempore shall have the first right of acceptance to succeed to the Office of Student Body Vice-President for the remainder of the session in the event of the resignation, impeachment, or other absence of the Student Body Vice-President.
- 306.6 The Senate President Pro-Tempore shall complete a minimum of six (6) scheduled office hours per week. Five (5) hours of which are required to be spent in the Student Government Office. The other one (1) hour may be completed in the office or alternative location, but still must be recorded and verified by the Student Body Vice-President.
- 306.7 The Senate President Pro-Tempore shall have the following duties:
- a) Preside as Chair of the Senate in the absence of the Student Body VicePresident, if the Vice-President stands down, or by two-thirds (2/3) request of the Senate,
 - b) Coordinate and plan both the fall and spring semester Senate retreats with the Student Body Vice-President,
 - c) Assist the Student Body Vice-President in the proper training and orientation for all newly elected, appointed, and freshman class Senators to the Senate,
 - d) Be responsible for maintenance and recording of committee attendance, office hours, and community service hours for all members of the Student Government Association,
 - e) Serve as chief prosecutor for all judicial matters and coordinate all notifications to Senators for their appearance before the Internal Affairs Committee or other judicial hearings,
 - f) Shall accept, review, and assist in formatting and wording of all legislation prior to being considered by the Senate with the assistance of the Student Body Vice-President and the Internal Affairs Committee,

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g) Shall meet with the Student Body Vice-President and SGA Advisors bi-weekly to provide updates on Senator judicial standings, legislative changes, and other updates pertaining to the position,

h) Shall ensure that the Constitution and Statutes are up to date on the SGA shared documents location, SGA website, and written copies, and

i) Shall ensure that two sets of the Constitution and Statutes are saved: one from the beginning of the Session, and one from the end.

306.8 The Senate President Pro-Tempore shall serve as a permanent member of the Senatorial Board.

306.9 Shall serve for a term of ten (10) months.

306.10 The Senate President Pro-Tempore shall receive a monthly stipend of three hundred fifty dollars (\$350.00) for ten (10) months beginning in July and ending in April.

CHAPTER 307. ELECTED SENATE POSITIONS

307.1 Students wishing to run for the following elected positions shall follow all elections procedures set forth in the fall or spring SGA elections packets.

307.2 All students elected to a Senate seat must be verified for membership requirements before assuming their position.

307.3 Senior Class President (1): The Senior Class President shall:

a) Serve as liaison between the Student Government Association and the senior class,
b) Participate with the planning and fundraising for the Senior Class Gift,
c) Communicate with Transition Programs regarding senior class events, including coordination of their speech at commencement,

d) Attend senior class events,

e) Should create a transition binder outlining best practices, previous work, experiences, and advice for the next student in their respective position,

f) Coordinate and oversee the SGA Elections process, including recommendations of changes to elections procedures and policies,

g) Serve as a member of the Election Board Committee and shall begin the process of recommending members of the Elections Board and Election Appeals Committee immediately following inauguration,

h) Represent senior constituents during commencement plans, events, and ceremonies,

i) Serve on the Commencement Advisory Board, and j) Serve on the Alumni Association.

307.4 Senior Class Senators (2): Senior Class Senators shall:

a) Represent and advocate for the needs of students in the senior class and

b) Work with the Senior Class President on issues relating to the senior class.

307.5 Junior Class President (1): The Junior Class President shall:

a) Serve as liaison between the Student Government Association and the junior class and

b) Work with administration on all issues relating to the junior class.

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- 307.6 Junior Class Senators (2): Junior Class Senators shall:
- a) Represent and advocate for the needs of students in the junior class and
 - b) Work with the Junior Class President on issues relating to the junior class.
- 307.7 Sophomore Class President (1): The Sophomore Class President shall:
- a) Serve as liaison between the Student Government Association and the sophomore class and
 - b) Work with administration on all issues relating to the sophomore class.
- 307.8 Sophomore Class Senators (2): Sophomore Class Senators shall:
- a) Represent and advocate for the needs of students in the sophomore class and
 - b) Work with the Sophomore Class President on issues relating to the sophomore class
- 307.9 Freshman Class President (1): Refer to Statutes 614.1-614.7
- 307.10 Freshman Class Senators (6): Refer to Statutes 614.1-614.7
- 307.11 College of Science and Engineering (2): College of Science and Engineering Senators shall:
- a) Be accepted into the College of Science and Engineering at the time of their election,
 - b) Represent and advocate for the needs of students in the College of Science and Engineering, and
 - c) Shall work with the administration on all College of Science and Engineering issues.
- 307.12 College of Social Sciences, Humanities, and the Arts (2): College of Social Sciences, Humanities, and the Arts shall:
- a) Be accepted into the College of Social Sciences, Humanities, and the Arts at the time of their election,
 - b) Represent and advocate for the needs of students in the College of Social Sciences, Humanities, and the Arts, and
 - c) Shall work with the administration on all College of Social Sciences, Humanities, and the Arts issues.
- 307.13 Cameron School of Business Senators (2): Cameron School of Business Senators shall:
- a) Be accepted into the Cameron School of Business at the time of their election,
 - b) Represent and advocate for the needs of students in the Cameron School of Business, and
 - c) Shall work with administration on all Cameron School of Business issues
- 307.14 Watson College of Education Senators (2): Watson College of Education Senators shall:
- a) Be accepted into the Watson College of Education at the time of their election,
 - b) Represent and advocate for the needs of students in the Watson College of Education, and
 - c) Shall work with administration on all Watson College of Education issues.
- 307.15 College of Health and Human Services Senators (2): College of Health and Human Services Senators shall:
- a) Be accepted into the College of Health and Human Services at the time of their

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election,

b) Represent and advocate for the needs of students in the College of Health and Human Services, and

c) Shall work with administration on all College of Health and Human Services issues.

307.16 International Student Senator (1): The International Student Senator shall:

a) Serve as an advocate for all students belonging to International Programs,

b) Represent and vote on behalf of the University's international student population, and

c) Be a currently enrolled student registered as an international or exchange student by the Office of International Programs.

307.17 At-Large Senators (18): At-Large Senators shall:

a) Represent and advocate for the general interests of the student body.

CHAPTER 308. APPOINTED SENATE POSITIONS

308.1 The following Senate positions shall be appointed by the Student Body Vice-President and subject to the selection criteria outlined in 302.1

308.2 Appointed Senate positions are subject to the same rights, but some duties and judicial requirements differ from traditionally elected Senators.

308.3 Appointed Senate Positions will be elected based on an internal process proctored by the Presidents of the corresponding registered student organizations that serve as advocacy groups.

308.4 Appointed Senate positions, with the exception of Senate Committee Chairs, will be required to attend all Senate Meetings and are required to be on a Senate Committee and an Executive Committee. These requirements are identical to traditionally elected Senators.

308.5 Fraternity and Sorority Life Senator (1): The Fraternity and Sorority Life Liaison shall:

a) Be appointed based on elections results of each chapter and colony of the Panhellenic Council, the Inter-Fraternity Council, and the National PanHellenic Council,

b) The current Fraternity and Sorority Life Senator and Student Body Vice-President shall prepare and oversee the elections process for this position,

i. In the event of a tie, the Student Body Vice-President shall break the tie.

c) Serve as an advocate for all students who belong to a Fraternity or Sorority,

d) Work with administration on all Fraternity and Sorority Life-related issues,

e) Attend Greek President's Roundtable when able, and

f) May give a report to the Senate about the activities of the FSL organizations and any ongoing issues that are specific to FSL students.

308.6 Transfer Student Senator (1): The Transfer Student Senator shall:

a) Be considered a Transfer Student by Admissions,

b) Represent and advocate for all Transfer Students,

c) Work with administration on all Transfer Student related issues, and

d) May give a report to the Senate about any ongoing issues that are specific to Transfer Students.

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e) Shall work with the Director of Diversity, Equity, and Inclusion regarding matters of the student body

308.7 Graduate Student Senator (1): The Graduate Student Senator shall:

- a) Be appointed based on the election results of the Graduate Student Association and the program-based Graduate Student Associations,
- b) Be accepted into the Graduate School at the time of the election,
- c) Represent and advocate for all Graduate Students,
- d) Work with administration on all Graduate Student related issues,
- e) Attend Graduate Student Association meetings as often as possible, and
- g) May give a report to the Senate about the activities of the Graduate Student Association and any ongoing issues that are specific to Graduate Students.

308.8 Honors College Senator (1) The Honors College Senator Shall:

- a) Shall be a member of the Honors College,
- b) Shall advocate on behalf of Honors Students, and
- c) Meet with the Honors College Director at least once per semester

308.9 Military Affairs Senator (1): The Military Affairs Senator shall:

- a) Be appointed by Student Veterans Organization (SVO),
- b) Represent and advocate on behalf of all student veterans, their dependents and/or spouses, and any student using any form of military-related benefits,
- c) Attend Student Veterans Organization meetings and events whenever possible,
- d) Give a report, when necessary, to the SGA Senate about the activities of the SVO and any on-going issues specific to military-affiliated students, when necessary,
- e) Act as a liaison between the Student Government Association, Student Veteran Organization, and the entire on-campus military community, and
- f) Meet with staff from the Office of Military Affairs at least one (1) time per Semester.
- g) Be exempted from either one (1) standing Senate committee or one (1) standing Executive Cabinet committee and one (1) office hour requirement under General Statute 302.3 if the Senator is on active duty, National Guard, or reserve orders.
 - i. In the event of military orders that require a Senator to be away from campus for more than two (2) weeks, the Senator and SVO must appoint a substitute Senator from the SVO prior to the orders' report date.

308.10 Non-Traditional Senator (1): The Non-Traditional Senator shall:

- a) Be considered as Non-Traditional Student by the definition of: over the age of 23, have a three or more year gap in education before enrolling into college, married, have children, military-affiliated or any combination thereof.
- b) Work with the administration on all issues impacting Non-Traditional Students.
- c) Represent and vote on behalf of the University's Non-Traditional Students.
- d) May give a report to the Senate about the any ongoing issues or activities that are specific to Non-Traditional Students
- e) Shall work with the Director of Diversity, Equity, and Inclusion regarding matters of the student body

308.11 Mohin-Scholz Senator (1): Mohin-Scholz Senator shall;

- a) Shall be appointed by the director of the Mohin-Scholz LGBTQIA resource center, and

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- b) Shall be active within the Mohin-Scholz LGBTQIA resource center, and
- c) Shall advocate and vote on behalf of students active in the Mohin-Scholz LGBTQIA resource center, and
- d) Meet with the Mohin-Scholz LGBTQIA resource center director at least once per semester
- e) shall work with the Director of Diversity, Equity and Inclusion for the matters of the student body

308.12 Upperman African Cultural Center Senator (1): Upperman African Cultural Center Senator shall:

- a) Shall be appointed by the director of the Upperman African Cultural Center, and
- b) Shall be active within the Upperman African Cultural Center, and
- c) Shall advocate and vote on behalf of students active in the Upperman African Cultural Center, and
- d) Meet with the Upperman African Cultural Center director at least once per semester
- e) shall work with the Director of Diversity, Equity, and Inclusion for the matters of the student body

308.13 Centro Hispano Senator (1): Centro Hispano Senator shall:

- a) Shall be appointed by the director of Centro Hispano, and
- b) Shall be active within Centro Hispano, and
- c) Shall advocate and vote on behalf of students active in Centro Hispano, and
- d) Meet with the Centro Hispano director at least once per semester
- e) shall work with the Director of Diversity, Equity and Inclusion for the matters of the student body

308.14 Asian Heritage Cultural Center Senator(1): Asian Heritage Cultural Center Senator shall:

- a) Shall be appointed by the director of the Asian Heritage Cultural Center, and
- b) Shall be active within the Asian Heritage Cultural Center, and
- c) Shall advocate and vote on behalf of students active in the Asian Heritage Cultural Center, and
- d) Meet with the Asian Heritage Cultural Center director at least once per semester
- e) shall work with the Director of Diversity, Equity and Inclusion for the matters of the student body

CHAPTER 309. STANDING SENATE COMMITTEES

309.1 The following standing committees shall exist in the Senate:

- i. Student Services Committee
- ii. Academic Affairs Committee
- iii. External Affairs Committee
- iv. Campus Services Committee
- v. Internal Affairs Committee

309.2 All committees shall be governed by these Statutes and any subsequent committee bylaws approved if needed by committee and the Senate.

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- 309.3 Each Senator shall be appointed to their standing committees by the President Pro-Tempore. Newly appointed or elected Senators shall be appointed to their standing committees within seven (7) days of assuming office.
- 309.4 Each Senate Committee shall be chaired by a member of the Senate appointed by the Student Body Vice-President and approved by two-thirds (2/3) majority vote of the Senate.
- 309.5 Quorum within committee is established whenever fifty percent plus one (50% + 1) of all voting members are present, including the Chairperson. Quorum is needed for all official committee business. Quorum shall not be attained by the attendance of fewer than three (3) Senators including the Chairperson.
- 309.6 Senate Committee Chairs shall have the following duties:
- a) Complete a minimum of four (4) office hours per week, two (2) of which may be completed outside of the office,
 - b) Schedule all committee meeting times and communicate with committee members,
 - c) Call to order and preside over all committee meetings and maintain an accurate record of committee attendance to be submitted to the Senate President Pro- Tempore via WaveLink,
 - d) Be prepared to give a weekly report to the Senate on committee activities,
 - e) Serve as a permanent member of the Senatorial Board,
 - f) Present the decisions of the committee to the Senate for approval,
 - g) Assist in the coordination and planning of both the fall and spring semester Senate retreat with the Student Body Vice-President, and
 - h) Meet with the SGA Advisor(s) on a weekly basis.
- 309.7 Each committee shall be entitled to nominate and elect among their membership a committee Vice-Chair by two-thirds (2/3) vote of the committee membership.
- 309.7.1 The committee Vice-Chair shall be responsible for assisting the Committee Chairperson and convening committee meetings in the absence of the Chairman.
- 309.8 Student Services Committee Chair:
- a) The term of the Student Services Committee Chair shall be the last nine (9) months of the Student Body President's term.
 - b) The Student Services Committee Chair shall receive a monthly stipend of two hundred (\$200.00) for the length of their term.
 - c) The Student Services Committee Chair shall have the following responsibilities:
 - d) Address all student services concerns of UNCW students including but not limited to:
 - i. Crossroads
 - ii. Career Center
 - iii. University Learning Center
 - iv. Director of the Counseling Center
 - v. Director of Health Promotion
 - vi. Chief Sustainability Officer
 - e) Present to the Student Government Association, Administration, Faculty, and Staff all recommendations for improvement of issues in Chapter 309.12a, and

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f) Shall meet with the Associate Vice-Chancellor for Student Affairs at least once per semester.

g) Work with the Director of Health and Wellness to establish a liaison within the Student Services Committee for the Office of Sustainability.

h) Shall collaborate with the Director of Health and Wellness for “Wellness Week”

i) Maintain a relationship with the Staff Senate and report their concerns at SGA Meetings,

j) Serve as a representative of the Student Services Committee to attend Staff-Senate meetings (or send a member of the Student Services Committee as a proxy if there is a schedule conflict),

k) Shall meet with the Staff Senate President once a semester to discuss goals and how the two organizations can collaborate, and

309.9 Academic Affairs Committee Chair:

a) The term of the Academic Affairs Committee Chair shall be the last nine (9) months of the Student Body President’s term.

b) The Academic Affairs Committee Chair shall receive a monthly stipend of two hundred dollars (\$200.00) for the length of their term.

c) The Academic Affairs Committee Chair shall adhere to the following responsibilities:

d) Address all academic concerns of UNCW Students including but not limited to: textbooks, grading scale, UNCW Student Academic Honor Code, University Library, Academic Advising, lecture halls, and the University College,

e) Sustain a relationship with the Faculty Senate, reporting their concerns at SGA Meetings,

f) Serve as a representative of the Academic Affairs Committee to attend Faculty Senate meetings (or send a member of the Academic Affairs Committee as a proxy if there is a schedule conflict),

g) Shall meet with the Faculty Senate President once a semester to discuss goals and how the two organizations can collaborate,

h) Present to the Student Government Association, Administration, Faculty, and Staff all recommendations for improvement of issues in Chapter 309.13a, and

i) Shall meet with the provost at least once per semester.

j) Shall plan and execute the Retreat at Randall semesterly with the help of the Academic Affairs Committee

k) Shall serve on the Library Student Advisory Board as the SGA representative or send a proxy.

309.10 External Affairs Committee Chair:

a) The term of the External Affairs Committee Chair shall be the last nine (9) months of the Student Body President’s term.

b) The External Affairs Committee Chair shall receive a monthly stipend of two hundred dollars (\$200.00) for the length of their term.

c) External Affairs Committee Chair shall have the following responsibilities:

d) Research the effects of policies relating to higher education, draft student opinions on policy making, and explore ways to better connect SGA to the statewide political landscape,

e) Address all concerns of UNCW students relating to areas of close proximity to campus including community relations, off-campus housing, and safety,

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- f) Facilitate any efforts relating to student-voter engagement across the UNCW campus,
- g) Shall report relevant political issues to the Senate, including but not limited to, reports during weekly meetings and a student government newsletter, and
- h) Present to the Student Government Association, Administration, Faculty, and Staff all recommendations for improvement of issues in Chapter 309.14a-309.14c.
- i) Coordinate and execute updates to the Seahawks Savings page, while also actively recruiting new businesses,
- j) Meet once a semester with the Vice Chancellor for University Advancement to discuss goals and how the two organizations can collaborate,
- k) Meet once a semester with the Assistant Dean of Students responsible for Off-Campus student services,
- l) Shall work to execute the Student Choice Award survey every fall semester

309.11 Campus Services Committee Chair:

- a) The term of the Campus Services Committee Chair shall be the last nine (9) months of the Student Body President's term.
- b) The Campus Services Committee Chair shall receive a monthly stipend of two hundred dollars (\$200.00) for the length of their term.
- c) Campus Services Committee Chair shall have the following responsibilities
- d) Address all campus services concerns of UNCW students including but not limited to campus parking, campus dining, transportation, information technology, UNCW contracts, UNCW Bookstore, University Police relations, and student IDs,
- e) Present to the Student Government Association, Administration, Faculty, and Staff all recommendations for improvement of issues in Chapter 309.15a, and
- f) Meet with the Director of Auxiliary Services on weeks that the Director does not attend the Campus Services Committee.
- g) Shall meet with the Director of Housing and Residence Life once a semester to discuss goals and how the two organizations can collaborate,
- h) Shall meet with the head of Campus Dining twice a semester to directly communicate students' comments and concerns.
- i) Shall meet with the Chief of Police once a semester to collaborate on safety concerns around campus,
- j) Shall attend one campus safety walk per semester,

309.12 Internal Affairs Committee:

- a. The Internal Affairs Committee shall have the following responsibilities:
 - i. Shall meet weekly to edit and approve all legislation proposed for the following week's Senate Agenda based on constitutionality.
 - ii. Considering, debating, and presenting any recommendations for amendments of the governing statutes to the Senate for approval
 - iii. Oversee all reprimands, censures, and removal of appointed or elected Officials.
 - iv. The Internal Affairs Committee shall consist of an odd number of Student Government members including the Senate President Pro-Tempore, who shall serve as Committee Chair.
 - v. Report weekly to the Senate.
- b. Serving on the Internal Affairs Committee will count as half an office hour per meeting. If a member does not attend the weekly meeting or internal does not meet, they

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are still responsible for fulfilling the two-office hour-a-week requirement as stated in 302.3c

309.13 All Committees shall adhere to the following duties:

- a) Meet at a minimum of twice a month or more if needed,
- b) Determine and ratify a plan of action to be carried out over the duration of the year,
- c) Meet with appropriate administrators on campus for the purpose of advancing the plan of action, and
- d) Propose legislation, if necessary, relevant to the work of the committee to the Senate.

CHAPTER 310. SENATORIAL BOARD

310.1 The Senatorial Board shall serve as an advisory board to the Student Body Vice-President, be chaired by the Vice-President, and consist of the following permanent members:

- a) Senate President Pro-Tempore
- b) All Senate-confirmed Committee Chairs
- c) Deputy Treasurer
- d) Elections Board Chair
- e) Director of Marketing

310.2 The Student Body President's Chief of Staff shall serve as a nonvoting, ex-officio member of the Senatorial Board charged with updating the committee on actions of the Executive Cabinet and their respective committees.

310.3 Monthly updates from the Senatorial Board shall be given during the Student Body Vice President's report to the Senate.

310.4 The Senatorial Board shall meet bi-weekly for the purpose of coordinating and reviewing projects from Senate committees and individual Senators.

CHAPTER 311. LEGISLATION

311.1 Legislation shall serve as the written decree of the Senate on behalf of the Student Body.

311.2 Legislation shall consist of all Resolutions and Bills including any appropriation of Student Fees. The following types of Legislation (legislation code) shall be authorized:

- a) Resolutions (R) – Used to present opinions of the Student Body.
- b) Bills (B) – Used for issues specific to SGA (internal matters).
- c) Finance Bills (FB) – To reorganize or edit the SGA budget.
- d) Appropriation Bills (AB) – Includes any distribution or allocation of SGA Funding.
- e) Constitutional Amendments (CA) – Changes to the SGA Constitution and Statutes.

311.3 Unless otherwise specified, all legislation must be approved by a simple majority vote of the Senate. Constitutional Amendments, Bills pertaining to presidential appointments, Statute amendments or other business as specified in the Constitution or General Statutes require a two-thirds (2/3) vote of the Senate.

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- 311.4* Electronic copies of all legislation must be submitted to the Senate President ProTempore no later than the scheduled meeting time of the Internal Affairs Committee
- 311.5* Legislation approved in advance by the Internal Affairs Committee shall be included under new business on the following week's Senate Agenda.
- 311.6* Legislation not submitted in advance to the Internal Affairs Committee may be entertained by the discretion of the Student Body Vice-President at the conclusion of all new business previously scheduled on the Senate Agenda.
- 311.7* Legislation may be authored by any member of the student body; however, it must be sponsored by a member of the Senate to be considered before the floor of the Senate. It may also be sponsored by an Executive Cabinet member if it has a Senate sponsorship.
- 311.8* Legislation approved for inclusion in the Senate agenda shall be sent to all Senators no later than twenty-four (24) hours in advance of the Senate meeting in which the legislation is to be presented.
- 311.9* All Legislation shall be numbered by the Student Body Vice-President prior to introduction in the following manner:
- a) Legislation shall be numbered with the corresponding code from Chapter 312.2 (i.e., CA)
 - b) The code shall be followed by a three-digit legislation number denoting the order in which legislation is received (i.e., the fourth CA received would be numbered 004).
 - c) The legislation number shall be followed by the six-digit date in which the legislation is presented on the Senate floor (i.e., November 3rd, 2019, would be 11.03.19).
- 311.10* Legislation shall be subject to the following formatting guidelines:
- 311.10.1* All legislation shall utilize "Times New Roman" font.
 - 311.10.2* All legislation shall be drafted with approved templates provided electronically to all Senators at the start of their term.
 - 311.10.3* The document header for legislation shall contain the following text "The Senate of the Student Government Association of the University of North Carolina Wilmington" followed by the session number and academic year in which the legislation was authored.
 - 311.10.4* Immediately underneath the document header shall be included a table for use by the Student Body Vice-President or Director of Communications to record procedural information including the vote tally on any motion made to the legislation.
 - 311.10.5* Below the table shall be included the legislation number in size fourteen (14) point font followed by the official title of the legislation in size thirteen (13) point font.
 - 311.10.6* Underneath the legislation number and long title shall be included the short title of the legislation (three-to-four-word title), the name of the author(s), the name of the sponsor(s), and listing of the names of any mandates for which the legislation is to be sent upon vote by the Senate. All names listed in this

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section shall be followed by a comma and the individual's position listed in italics. Multiple names may be separated by use of a semicolon.

311.10.7 The text of any legislation shall be written in clausal form beginning with any preamble clauses and concluding with a resolving or enacting clause. Text shall be numbered in the left margin starting with the first line and concluding with the last line. All body text shall be written in size twelve (12) point font.

311.10.8 Below the text of the legislation shall exist space for signatures by the Student Body Vice-President and the Student Body President. Both the Vice-President and the President shall indicate their action on the legislation and include the date of any signature.

311.11 Introduction of legislation to the Senate floor shall occur at the designated time on the Senate Agenda in the order in which the legislation was submitted.

311.12 The author or sponsor of legislation shall be allowed a period of time not to exceed ten (10) minutes in which to present and explain the legislation prior to any motions regarding the adoption of any legislation.

311.12.1 Without objection from the Senate, in the event an Executive Cabinet is the author of any legislation, the Student Body Vice-President may yield the floor for presentation of the legislation.

311.12.2 The author or sponsor of legislation may yield for questions regarding the legislation during their presentation time.

311.12.3 Attempts to use any time dedicated for presentation of legislation for debate by the author or sponsor shall be ruled out of order by the Student Body Vice-President.

311.12.4 After the time in which the author or sponsor has completed presentation of the legislation and a motion is made the author may have the first right of debate on the legislation.

311.13 Debate on any legislation shall begin following any motion and second by a member of the Senate.

311.13.1 Debate shall alternate between individuals wishing to speak in favor or in opposition to the motion. The Student Body VicePresident shall be responsible for recognizing Senators for debate.

311.13.2 Following each round of alternating debate, the Student Body Vice-President may take questions pertaining the legislation or parliamentary procedure on the motion.

311.13.3 Notwithstanding any motion to alter the rules of debate, no Senator may debate more than twice on any motion, and debate shall be limited to no more than five (5) collective minutes.

311.13.4 Members of the Executive Cabinet may debate only when yielded the floor by a member of the Senate.

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311.14 Upon approval of the Senate, any legislation shall be certified by the Student Body Vice-President and sent to the Student Body President. The Student Body President shall have seven (7) calendar days to act upon any legislation.

311.14.1 Legislation signed by the Student Body President shall be sent to any listed mandates and included in SGA records.

311.14.2 The Student Body President may veto any legislation within seven (7) days of passing.

311.14.3 Any presidential vetoes may be overturned by two-thirds (2/3) vote of the Senate.

311.14.4 If the President fails to act on any legislation within the approved seven days, the legislation shall be considered approved and no longer subject to veto.

CHAPTER 312. SENATE DISCRETIONARY FUND

312.1 The Senate Discretionary budget line shall be used to fund projects and initiatives deemed appropriate and necessary by the Senate.

312.2 A request may only be made by a voting member of the Senate or the Student Body Vice-President via a bill approved by the Internal Affairs Committee.

312.3 All Expenditures from the Senate Discretionary fund shall need to be brought forward to the Senate and subject to approval by simple majority fifty percent plus one (50% + 1) vote.

312.4 The Student Body Vice-President shall notify the Senate when money is pulled from this line

TITLE IV

CHAPTER 400. PUNITIVE ACTIONS GENERALLY

400.1 The Student Government Association at the University of North Carolina Wilmington, in order to address any and all Executive and Senate concerns, adopts Title IV of these Statutes.

400.2 All members affected by this section shall consequently be subject to the Code of Ethics as outlined in Title I of these Statutes.

400.3 Chapter 405, "The Point System" will be effective starting the first week of the first meeting of the Senate, in the fall semester. Office hours and Executive Board meeting attendance will begin for all Executives the week following Fall Executive Board Retreat. Office hours and committee attendance for Senators will begin the week following the Fall Senate Retreat unless otherwise determined by the Student Body Vice-President and Senate President Pro-Tempore.

CHAPTER 401. DEFINITIONS

401.1 An "infraction" is an allegation that some specific regulation on official conduct, as outlined in Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington, has been violated by a member.

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- 401.2 A “specification” is an allegation of some action by a member that supports a particular charge.
- 401.3 “Documentation” is some form of statement or information that supports or refutes an allegation made in a specification.

CHAPTER 402. GROUNDS FOR PUNITIVE ACTION

- 402.1 A fair punitive process requires members to be aware of clear conduct expectations: all resolutions containing formal charges shall only include charges explicitly defined by this article.
- 402.2 The following list includes regulations that are considered grounds for Punitive Action in accordance with Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington:
- 402.2.1 Non-performance of duty
 - 402.2.2 Misadministration
 - 402.2.3 Serious violation of University policy
 - 402.2.4 Public Falsehood (publicly stating a lie or something untrue against SGA or the University)
 - 402.2.5 Unconstitutional acts
 - 402.2.6 Violation of the Honor Code
 - 402.2.7 Conviction of a serious crime
 - 402.2.8 Slander
 - 402.2.9 Behavior unbecoming the dignity of the office
 - 402.2.10 Attendance violations
- 402.3 The Internal Affairs Committee can allot points for noncompliance with any on the above (403.2) regulations based on the severity of the offense; allocation of points is to be decided by the approved Internal Affairs Committee and the Senate President Pro-Tempore.
- 402.4 Should the Student Body President be accused of an infraction, all Presidential duties shall be discharged to the Student Body Vice-President, Senate President Pro-Tempore, and the Chief of Staff until the punitive process has been fulfilled
- 402.5 Should the Student Body Vice-President be accused of an infraction; all Vice-Presidential and Senate duties shall be discharged to the Senate President Pro-Tempore with assistance of the Vice-Chair of the Internal Affairs Committee until the punitive process has been fulfilled. The Vice-Chair will be elected as stated in 309.9.

CHAPTER 403. INTERNAL AFFAIRS

- 404.1 The Internal Affairs Committee, as outlined in Title III of these Statutes, shall oversee all processes involving reprimands, censures, removal from office and impeachment of the members with final voting by the Senate.

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404.2 The Internal Affairs Committee maintains the right to submit a Bill of Reprimand of any member before the Senate, outlining in detail a violation of a specific regulation.

404.3 The Internal Affairs Committee may make a recommendation to the Senate in the form of a bill to begin the process of impeachment and removal of any member from office.

CHAPTER 404. THE POINT SYSTEM

404.1 Each member is entitled to accumulate up to one hundred (100) points throughout the entire academic year without repercussions.

404.2 Senator Points shall be applied as follows:

404.2.1 One (1) unexcused Senate absence will constitute an assignment of twenty (20) points.

404.2.2 One excused Senate absence will constitute an assignment of ten (10) points.

404.2.3 One unexcused State of the SGA Address will constitute an assignment of twenty (20) points.

404.2.4 One excused State of the SGA Address will constitute an assignment of ten (10) points.

404.2.5 One unexcused Senate Retreat absence will constitute an assignment of twenty (20) points.

404.2.6 One excused Senate Retreat absence will constitute an assignment of ten (10) points.

404.2.7 One unexcused Senate Committee absence will constitute an assignment of ten (10) points.

404.2.8 One excused Senate Committee absence will constitute an assignment of five (5) points.

404.2.9 Each missed office hour will constitute an assignment of ten (10) points.

404.2.10 One late arrival after the roll call has taken place or departure before the meeting is adjourned from a Senate Meeting will constitute an assignment of five (5) points.

404.3 Executive Points shall be applied as follows:

404.3.1 One unexcused Senate absence will constitute an assignment of ten (10) points.

404.3.2 One excused Senate absence will constitute an assignment of five (5) points.

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404.3.3 One unexcused State of the SGA Address will constitute an assignment of twenty (20) points.

404.3.4 One excused State of the SGA Address will constitute an assignment of ten (10) points.

404.3.5 One unexcused Senate Retreat absence will constitute an assignment of twenty (20) points.

404.3.6 One excused Senate Retreat absence will constitute an assignment of ten (10) points.

404.3.7 One unexcused Executive Cabinet Meeting absence will constitute an assignment of ten (10) points.

404.3.8 One excused Executive Cabinet Meeting absence will constitute an assignment of five (5) points.

404.3.9 One late arrival after the roll call has taken place or departure before the meeting is adjourned from a Senate Meeting will constitute an assignment of five (5) points.

404.4 A member may reduce points by completing extra community service hours. These hours are to be completed through events approved by the Senate President Pro-Tempore and shall be via WaveLink. Each hour of community service will be worth ten (10) points. No member can exceed four (4) hours and forty (40) points of reduction per year. Events are to be documented and submitted to the Senate President Pro-Tempore within seven (7) days of the community service event.

404.5 Once a member exceeds the allotted one hundred (100) points, they will then enter into Reprimand Proceedings.

404.6 Once a member exceeds one hundred fifty (150) points, they will then begin the Impeachment Proceedings.

404.6.1 Should a member attempt to resign after reaching this threshold, the resignation will be rendered null and void, and the impeachment process will proceed as outlined. A Bill of Impeachment will be brought to the Senate floor even if said member vacates their position.

404.7 If a member is to join after December 1st, they will be allowed one half of the total points allotted to each Senator (50 points for Reprimand and 75 points for Impeachment).

404.7.1 Should a member who joined after December 1st attempt to resign after reaching this impeachment threshold of seventy-five (75) points, the resignation will be rendered null and void, and the impeachment process will proceed as outlined.

404.8 An absence will only be excused if the member contacts the President Pro-Tempore within one week after the absence has occurred. Once documentation has been provided,

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the Senate President Pro-Tempore may, at their discretion, excuse the absence. Absences may only be excused for the following reasons:

404.8.1 Minor Sickness

404.8.2 Mandatory Class Activity

404.8.3 All other reasons will be handled on a case-by-case basis as determined by the Senate President Pro-Tempore, the Student Body Vice-President, and the Chief of Staff.

404.9 A reduction of points may only occur if extreme extenuating circumstances are present. Any reduction of points will be recommended by the Internal Affairs Committee to the Senate President Pro-Tempore, Student Body Vice-President, and Chief of Staff for final determination. The decision will be per each offense.

CHAPTER 405. REPRIMAND PROCEEDINGS

405.1 In the event of a reprimand proceeding, every member is entitled to the rights enabled them as defined in Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington.

405.2 Upon exceeding the allotted one hundred points (100), a member will receive notification from the Senate President Pro-Tempore that they are to appear before the Internal Affairs Committee.

405.3 The Senator will have two (2) business days to respond. Upon reply, the member must schedule a meeting with the Internal Affairs Committee regarding the offence(s). The meeting must occur within one (1) weeks' time.

405.4 If no response is heard from the member, a hearing may be conducted without them present.

405.5 During the Internal Affairs Committee meeting, the member is entitled to an explanation of the infraction and to request access to the documentation that has been gathered by the Internal Affairs Committee

405.6 In return, the member has the right to elaborate on the infraction, explain the situation, and ask for a reduction or removal of points.

405.7 If after the reduction of points occurs and/or the member still has over one hundred (100) points, the Senate President Pro-Tempore will entertain a motion from the Internal Affairs Committee for a reprimand based upon Statute 403.2.

405.8 The motion for a reprimand must pass with a fifty percent plus one (50% + 1) majority vote within the Internal Affairs Committee.

405.9 In the event of a tie, the Senate President Pro-Tempore may break the tie.

405.10 If the motion passes within the Internal Affairs Committee, then a Bill of Reprimand will be submitted by the Senate President Pro-Tempore at the next regularly scheduled Senate meeting.

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405.11 The reprimand must obtain at least a two-thirds (2/3) majority vote of the Senate to be passed.

405.12 The Student Body President does not have the power to veto a Bill of Reprimand.

CHAPTER 406. IMPEACHMENT OF AN EXECUTIVE CABINET MEMBER

406.1 The Senate will have the power to impeach any Executive according to Statute 403.

406.2 Executives will be granted all rights as outlined in Article IX of the Constitution.

406.3 At least a two-thirds (2/3) majority vote of all present Senate members is required to remove an Executive from office.

406.4 A clause may be added to any bill removing an Executive from office stating that the Executive will lose the right to run or be appointed in the subsequent election.

406.5 All bills removing an Executive from office must originate in Internal Affairs.

406.6 Due process will be guaranteed to the Executive as stated in Chapter 409.

CHAPTER 407. IMPEACHMENT OF A SENATOR

407.1 The Senate will have the power to impeach any Senator according to Statute 403.

407.2 Senators will be granted all rights as outlined in Article IX of the Constitution.

407.3 At least a two-thirds (2/3) majority vote of all present Senate members are required to remove a Senator from office.

407.4 A clause may be added to any bill removing a Senator from office stating that the Senator will lose the right to run in the subsequent election or not be eligible to be appointed for the next session of the Senate.

407.5 All bills removing a Senator from office must originate in the Internal Affairs Committee.

407.6 Due process will be guaranteed to the Senator as stated in Chapter 409.

CHAPTER 408. IMPEACHMENT PROCEEDINGS

408.1 In the event of an impeachment proceeding, every member is entitled to the rights enabled to them as defined in Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington.

408.2 An Impeachment proceeding may convene for the following reasons

408.2.1 An Executive or Senator accumulates one hundred fifty (150) points.

408.2.2 An Executive or Senator is found in violation of Statute 403.2

408.3 As outlined in Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington, any member undergoing the impeachment or removal proceedings shall have the right to a hearing before the Internal Affairs Committee no less than seven (7) days before an impeachment vote is held.

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- 408.4 If an Impeachment proceeding is to be held, a member will receive notification from the Senate President Pro-Tempore that they are to appear before the Internal Affairs Committee. This notification must be sent via electronic mail with a mandatory read receipt
- 408.5 The member will have two (2) business days to respond. Upon reply, the member must schedule a meeting with the Internal Affairs Committee regarding the offense(s) within one (1) weeks' time.
- 408.6 If no response is heard from the member, then a hearing may be conducted without them present.
- 408.7 During the Internal Affairs Committee meeting, the member is entitled to an explanation of the impeachment and to request access to any documentation gathered by the Internal Affairs Committee.
- 408.8 In return, the member has the right to elaborate on the impeachment, ask for a reduction of points, and provide documentation to support their case.
- 408.9 If the member still has over one hundred fifty (150) points or is found responsible by the Internal Affairs Committee for the offense, the Senate President Pro-Tempore will entertain a motion from the Internal Affairs Committee for a bill of impeachment based upon Statute 403.2.
- 408.10 The motion for impeachment must pass with at least a two-thirds (2/3) majority vote within the Internal Affairs Committee.
- 408.11 If the motion passes within the Internal Affairs Committee, then a Bill of Impeachment will be submitted by the Senate President Pro-Tempore at the next regularly scheduled Senate meeting.
- 408.12 In reference to Article V, Section 3, Clause D of the Student Government Constitution, the Bill of Impeachment must obtain a two-thirds (2/3) majority vote of the Senate to be passed.
- 408.13 Upon the Bill's approval by the Senate, the impeached member will lose all voting privileges and will be removed from payroll (if applicable).
- 408.14 As stated in 407.4 and 408.4, the impeached member may not be eligible to be in Student Government in the subsequent election if stated in their specific Bill of Impeachment.
- 408.15 The Student Body President does not have the power to veto a Bill of Impeachment.

CHAPTER 409. APPEALS

- 409.1 The charged member may request an appeal to the Student Body Vice-President within two business days after a vote of the Senate.
- 409.2 The function of the Student Body Vice-President in hearing an appeal is to review the actions of the Internal Affairs Committee and/or the Senate to determine if: (1) An alleged violation of the member's rights, as outlined in Article IX of the Constitution of the Student Government Association of the University of North Carolina Wilmington has occurred. (2) An alleged violation of the Reprimand and/or Impeachment proceedings, as

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outlined in Chapters 406 and 409 of the Title IV Statutes, has occurred. (3) New evidence has developed which has a bearing on the verdict.

- 409.3 The Student Body Vice-President shall receive a request for the appeal of the decision of the Senate. Such request shall be submitted in writing to the Student Body Vice-President explaining in detail the reasons for the appeal and specifying the ways in which they believe the procedures or actions of the Internal Affairs Committee and/or the Senate has violated the standards outlined in 410.2
- 409.4 Upon receiving a petition for appeal, the Student Body Vice-President shall obtain the records and minutes of the Internal Affairs Committee and the Senate. The record shall include relevant documents, the decision of hearing including a case summary, and the rationale for supporting the decision.
- 409.5 With this information, the Student Body Vice-President shall decide whether an appeal hearing is warranted based on the three options for an appeal outlined in 410.2 above. They shall notify the petitioner in writing of their decision within seven (7) business days after receiving the member's petition.
- 409.6 If the Student Body Vice-President determines that a hearing shall be granted, that hearing shall be held by the Internal Affairs Committee within seven (7) business days of such determination and notification shall be given in writing at least three (3) business days prior to the date set for the hearing, specifying time and place of the hearing, and informing the alleged member of their rights as outlined in Chapter 406 and 409.
- 409.7 The Student Body Vice-President shall invite the appellant and other persons as they deem appropriate to appear before them to make statements and respond to questions. The student may request for the Student Body Vice-President to invite persons to testify if there is new evidence.
- 409.8 The Student Body Vice-President has the authority to approve or reject the decision at hand. If accepted, the case then reverts to the Internal Affairs Committee for an initiation of new proceedings. Their decision on the appeal shall be considered final and standing.
- 409.9 The appeals process outlined in this chapter is a modified version of the Campus Conduct Board Appeals Process of the University of North Carolina Wilmington as outlined in the UNCW Code of Student Life.

CHAPTER 410. RESIGNATIONS

- 410.1 If a Senator resigns from office, a written notification must be submitted to both the Student Body Vice-President and Senate President Pro-Tempore.
- 410.2 If an Executive Board Member resigns from office, a written notification must be submitted to both the Student Body President and Senate President Pro-Tempore.

CHAPTER 411. INTERPRETATION

- 411.1 The interpretation of the Constitution of the Student Government Association will be determined by the Internal Affairs Committee.
- 411.2 After an interpretation is made, the Senate President Pro-Tempore must submit the rendering to the Senate in writing.

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CHAPTER 412. FAILURE TO MEET MINIMUM QUALIFICATIONS

412.2 If a member is determined by the advisors, as stated in the constitution, to not meet the minimum qualifications for their respective positions, they will be notified of their ineligibility by the SGA advisors in addition to the Student Body Vice-President and Senate President Pro-Tempore. Upon notification, that member may provide a formal resignation within one (1) business day to the Student Body Vice-President and the Senate President Pro-Tempore. If that member fails to submit a formal resignation, they will be removed from their office by the Senate President Pro-Tempore with notification provided to the Senate at the next Senate meeting.

412.1.1 If said member is a part of the SGA Executive Cabinet, the SGA advisors should also provide notification to the Student Body President.

412.2 There is no appeals process for a member who fails to meet minimum qualifications.

TITLE V

CHAPTER 500. FULL-TIME EQUIVALENT (FTE) FUNDING

500.1 FTE Funding will be determined once a year during the spring semester for the following fiscal year (July 1st – June 30th).

500.2 Transactions which are pending at the conclusion of the fiscal year will roll over to the next fiscal year.

500.3 The SGA Operational Budget will be developed by the Treasurer and will be presented to the SGA Senate for approval.

500.4 The Association for Campus Entertainment (ACE) is allocated twenty-three dollars and fifteen cents (\$23.15) x FTE (full-time equivalent), pending presentation to the Appropriations Committee, unless otherwise determined by the Committee and approved by the SGA Senate.

500.5 Sport Club Council (SCC) is allocated eight dollars and fifty cents (\$8.50) x FTE, pending presentation to the Appropriations Committee, unless otherwise determined by the Committee and approved by the SGA Senate.

500.6 The Graduate Student Association (GSA) is allocated seventy-five percent (75%) of the projected fees paid by FTE graduate students, unless otherwise determined by the Committee and approved by the SGA Senate

CHAPTER 501. FUNDING PROCESS FOR OPERATIONAL BUDGETS

501.1 Students Organizations may receive operational budget funding each semester with a fiscal year cap of five hundred dollars (\$500.00) for supplies and materials, two hundred dollars (\$200.00) for recruitment and promotional items, and three hundred dollars (\$300.00) for T-Shirt funding. In the event of additional funding from Aramark, Sports Clubs, and clubs underneath Sport Club Council, can request operational funding up to three hundred and seventy-five dollars (\$375.00) for all expenses.

501.2 In order to receive operational budget funding, a student organization must have been established in the previous semester or earlier.

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- 501.3 All student organizations shall email the Treasurer regarding any questions pertaining to funding requests.
- 501.4 Operational Budget Funding will open each semester, and meetings will be scheduled for the review of those requests at the Treasurer's discretion.
- 501.4.1 Organizations must fill out an Operational Budget Form online. Requests will be reviewed in the order in which they are received. Requests must be submitted by 5:00 PM on Tuesday of the deadline date as indicated by the SGA Treasurer.
- 501.5 All organizations are given the option to make a presentation to the Appropriations Committee at the appropriate meeting in order to be considered for funding.
- 501.6 The Appropriations Committee will review all requests and make recommendations to the SGA Senate.
- 501.7 To apply for an Operational Budget, a student organization must be fully registered with the Campus Activities & Involvement Center.
- 501.7.1 The Graduate Student Association, Sports Club Council and Association for Campus Entertainment may not apply for an Operational Budget.
- 501.7.2 The following umbrella organizations may apply for Operational Budgets: Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council.
- 501.7.3 All organizations that fall under or are affiliated with the umbrella organizations of Interfraternity Council, Panhellenic Council, National Panhellenic Council, and Graduate Student Association may not apply for an Operational Budget.
- 501.8 Any student organization has the right to appeal their approved amount at the SGA Senate meeting following the Appropriations Committee's (AC's) recommendation email.
- 501.9 The SGA Senate will vote on the AC's recommendation following Senate meetings after the final recommendation.
- 501.9.1 If the SGA Senate does not agree with a recommendation from the AC, the request will be sent back, as is, to the Committee for further review.

CHAPTER 502. BUDGET MODIFICATION PROCESS

- 502.1 Budget modifications will be used to reallocate funds from one line in an organization's operational budget and special activities funding-program and travel- to another line. Organizations must fill out a Budget Modification Request Form online. Requests will be reviewed in the order in which they are received. Requests that are submitted by Tuesday at 5 PM will be reviewed and submitted to the Appropriations Committee at the next meeting. Requests submitted after the deadline will not be reviewed by the Appropriations Committee and will be delayed to the following week's meeting.
- 502.2 The Treasurer may approve, independent of the Appropriations Committee, any modification of two hundred fifty dollars (\$250.00) or less.

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- 502.3 The Appropriations Committee will review all modifications over two hundred fifty dollars (\$250.00).
- 502.4 All recommendations of the Appropriations Committee will be presented to the SGA Senate in the form of Appropriations Bills. Recommendations are final only if the SGA Senate adopts these acts.
- 502.5 An organization may appeal any recommendation of the Appropriations Committee to the SGA Senate at the following SGA meeting.
- 502.6 If the SGA Senate does not agree to a recommendation from the Appropriations Committee, the request will be sent back, as is, to the Committee for further review.

CHAPTER 503. SPECIAL ACTIVITIES FUNDING

- 503.1 Registered Student Organizations may request Special Activities Funds for programs or travel events. All organizations that are registered with the Campus Activities & Involvement Center (CAIC) are eligible to apply for Special Activities Funding.
- 503.1.1 The program or travel event for which funding is requested must fall in line with the stated goals, mission statement, and constitution of the requesting student organization(s).
- 503.1.2 Registered Student Organizations must fill out a Special Activities Funding Request online. Requests will be reviewed in the order in which they are received. Requests that are submitted by Tuesday at five o'clock (5) PM will be reviewed and submitted to the Appropriations Committee at the next scheduled meeting. Requests submitted after five o'clock (5) PM will not be reviewed by the Appropriations Committee and will be delayed to the following week's meeting.
- 503.2 Under special circumstances, the Committee or organization applicant may request a presentation in order for funding to be granted or to consider special circumstances not covered by the standard request form.
- 503.3 All recommendations of the Appropriations Committee will be presented to the SGA Senate in the form of Appropriations Bills. Recommendations are final only if the SGA Senate adopts these acts.
- 503.4 A student organization may appeal any recommendation of the Appropriations Committee at the next SGA Senate meeting
- 503.5 If the SGA Senate does not agree to a recommendation from the Appropriations Committee, the request will be sent, as is, back to the Committee for further review.
- 503.6 An organization may be allocated no more than three thousand seven hundred fifty dollars (\$3,750.00) per member traveling and no more than three hundred dollars (\$300.00) per member per travel event.
- 503.6.1 No organization may use third party lodging for travel events. Third party lodging includes, but is not limited to: time shares owned by an individual or a resort company, non-affiliated campgrounds or conference centers owned and operated by a private company or nonprofit organization, tourist homes that are

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owned by an individual but rented through a “Vacation Rental” type booking agency, and private residence available via lease agreement.

503.6.2 An organization may request for registration costs even if the registration costs include items like food and t-shirts if the registration does not solely cover these items. Food, beverage and/or meals for participants will not be funded unless it is included in registration.

503.6.3 An official event itinerary from the past year or current year is required. If that is not available, the Appropriations Committee will need a typed breakdown of what will occur each day, which will be evaluated at the discretion of the Appropriations Committee.

503.7 No single organization may be allocated more than three thousand dollars (\$3,000.00) for a single on-campus program event.

503.7.1 If two or more student organizations are requesting funding for the same event no more than four thousand five hundred dollars (\$4,500.00) may be allocated to a single on-campus program event.

503.7.2 If an organization is granted funding for a program event any advertising for the event must reference the Student Government Association. “This event was funded by the Student Government Association Special Activities Funding”.

503.8 For a travel event to be considered for funding of more than the respective cap (including the three hundred dollars (\$300.00) per person travel cap), a written report must be submitted to the Treasurer and the following qualifications must all be met:

503.8.1 A presentation must be made to the Appropriations Committee outlining the exceptional circumstances.

503.8.2 An organization must provide proof of fundraising efforts for the event that is seeking extenuating circumstances. A minimum of two (2) fundraising dates is required. Solicitation of donations via email, phone, or door to door does not count as fundraising events.

503.8.3 Before receiving funding, the organization must provide proof that at least thirty percent (30%) of the total trip or program expense has been provided by the members of the organization.

503.9 Any Special Activities Funding allocation per event that meets the qualifications above, cannot exceed five hundred dollars (\$500.00) per person for travel.

503.10 Early Hawk Funding deadlines will be developed at the discretion of the SGA Treasurer. During spring Early Hawk Funding, the Appropriations Committee will only review requests for programs or travel events that are within the set deadlines of the next fiscal year. A program or travel event shall be allocated money from the fiscal year in which the program or travel event occurs.

503.11 The Appropriations Committee is not authorized to provide funding for food and apparel to organizations for on-campus program requests unless the food or apparel is critical to the purpose of the event, per the discretion of the Appropriations Committee with the ultimate decision being by the SGA senate

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503.11.1 The organization must present a written statement to the Appropriations Committee detailing their plan for ensuring that the food or clothing will be of benefit to the student body rather than merely the members of their organizations. The Appropriations Committee will exercise its judgment in determining whether the submitted plan is adequate in providing benefits to the student body

503.11.2 Funding for food will be subject to a cap of two hundred dollars (\$200.00) per event. Funding for apparel will be subject to a cap of two hundred dollars (\$200.00) per event.

503.11.3 Organizations will be eligible to receive no more than four hundred dollars (\$400.00) in funding for food and four hundred dollars (\$400.00) for apparel per fiscal year.

503.11.4 All purchases for food through this clause will be in accordance with the university's dining services contract, absent written permission from the dining services contractor exempting the event.

503.11.5 For the purposes of this provision, food will be defined as food or nonalcoholic drink intended for human consumption. Apparel will be defined as any article of clothing intended to be worn upon the human body.

503.12 Ten (10) days following the date of travel events, all receipts must be turned into the Campus Life Administration Office to be refunded. Thirty (30) days following the date of programs or travel events, all money remaining in student accounts assigned to these travel events may be reallocated through the Special Activities Fund.

503.13 The Appropriations Committee will only approve requests for funding for on-campus building rentals at Campus Life Facility & Technology rates, unless a special need is demonstrated for services Campus Life are unable to provide.

503.14 SGA will not fund programs where money is exchanged.

503.15 SGA will not fund fundraisers of any kind.

503.16 Only programs that are fully open to all UNCW students will be funded.

503.17 The Appropriations Committee will review requests accompanied by proof of cost. The Appropriations Committee will table partially documented requests. The registered student organization must provide sufficient documentation to the Treasurer prior to the next Appropriations Committee meeting.

503.17.1 If sufficient documentation is provided, then the Appropriations Committee will review the request at the following meeting.

503.17.2 If documentation is not provided, the Appropriations Committee will review requests partially documented but will deny all amounts unaccompanied by the required documentation.

CHAPTER 504. CAPITAL EXPENDITURE FUNDING

504.1 The purpose of the Capital Expenditure Fund is to provide supplemental funding to student-centered organizations for expensive purchases. Equipment requested under Capital Expenditure Funding should have no less than a three (3) year estimated product

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lifetime and/or warranty for the purchase and should contribute directly to the fulfillment of the organization's stated mission. Priority is given to student organizations that prove need in both application and presentation, as well as given to those requests that benefit not only the organization but also the entire university. Any person or group requesting funds must be prepared to demonstrate how the UNCW campus will benefit from the funding. Capital Expenditure Funding is limited to equipment purchases

504.1.1 Organizations may only be approved for Capital Expenditure once per calendar year. Organizations that have been approved for equipment through Capital Expenditure within the last three (3) calendar years will be given reduced priority for receiving Capital Expenditure Funding.

504.2 Capital Expenditure Funding will open at the end of each semester, and meetings will be scheduled for the review of those requests at the Treasurer's discretion.

504.2.1 Organizations must fill out a Capital Expenditure Form and return it to the Campus Activities & Involvement Center. Requests will be reviewed in the order in which they are received. Requests must be submitted by 5:00 PM on Tuesday of the deadline date indicated by the SGA Treasurer.

504.3 All organizations are required to make a presentation to the Appropriations Committee at the appropriate meeting in order to be considered for funding.

504.4 The Appropriations Committee will review all requests and make recommendations to the SGA senate.

504.5 An organization may appeal any recommendation of the Appropriations Committee to the SGA Senate.

504.6 All recommendations of the Appropriations Committee will be presented to the SGA Senate in the form of Appropriations Bills. Recommendations are final only if the SGA Senate adopts these acts.

504.7 If the SGA Senate does not agree to a recommendation from the Appropriations Committee, the request will be sent back, as is, to the Committee for further review.

504.8 Capital Expenditure Funds that have been allocated must be spent by the end of the fiscal year.

504.9 Items purchased with funds allocated through Capital Expenditure Funding must be available for students to use free of charge.

504.10 Items may not be purchased with Capital Expenditure Funding with the intended purpose of supporting fundraising activities.

504.11 All Registered Student Organizations may apply for Capital Expenditure, but if said group dissolves within three years of receiving the item, they must submit the item in question back to the CAIC office for CAIC's right of first refusal.

CHAPTER 505. THE FUND BALANCE

505.1 The Fund Balance will only be used for Special Activities Funding, Student Organization Support, Capital Expenditure Funding, SGA Initiatives, Capital Improvements, or

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Emergency Purchases, per the discretion and recommendation of the Appropriations Committee.

CHAPTER 506. APPEALS PROCESS

506.1 The Treasurer will notify an organization of a related recommendation of the Appropriations Committee within twenty-four (24) hours of the Committee's recommendation. An organization may then appeal the recommendation of the Appropriations Committee to the SGA Senate during open podium time on the day that the recommendation is presented.

CHAPTER 507. AMENDMENTS

507.1 All amendments made to the Funding Statutes must be submitted to the Treasurer two weeks in advance of being presented to the Appropriations Committee to ensure timely review. Amendments to the Funding Statutes may be proposed by any registered UNCW student. Amendments must see the floor of the Appropriations Committee unless the Treasurer concludes the same request had been rejected earlier in the fiscal year and a different outcome would be highly unlikely.

507.2 All amendments to the Funding Statutes require a two-thirds (2/3) vote of approval by the Appropriations Committee. These amendments, regardless of the Appropriations Committee's vote, must be brought to the SGA Senate, where the decision of the Appropriations Committee may only be approved by a two-thirds (2/3) Vote.

CHAPTER 508. THE MCLEOD STUDENT ORGANIZATION IMPACT GRANT

508.1 The "McLeod Student Organization Impact Grant" shall be awarded annually to a registered student organization that has demonstrated excellence in fulfilling its mission and contributing positively to UNCW and/or the Wilmington community.

508.2 The purpose of the grant is to provide financial assistance for a project, initiative, or program that aligns with the organization's mission and fosters community engagement, service, or innovation.

508.3 To be eligible for the grant, a student organization must:

- a) Be a registered student organization at UNCW
- b) Demonstrate clear alignment with its mission through previous and proposed initiatives.
- c) Present a proposal outlining how the grant funds will be utilized
- d) Have an active on-campus financial account or establish one prior to receiving the funds.

508.4 The grant application will be made available at the beginning of the Spring Semester each academic year.

508.5 The application must include:

- a) A statement of the organization's mission and how it aligns with the proposed

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initiative

- b) A description of past and current initiatives supporting the mission.
- c) A detailed budget and explanation of how the grant money will be used.
- d) A proposed timeline for implementation.
- e) Any additional supporting documents required by the selection committee.

508.6 The deadline for submission shall be determined by SGA annually and communicated to all registered student organizations.

508.7 A selection committee shall be formed to review applications and determine the recipient of the grant. The committee shall consist of:

- a) The Student Body President
- b) Two members of the SGA Senate
- c) The SGA Treasurer.
- d. One faculty or staff member.

508.8 The selection committee shall evaluate applications based on:

- a) Alignment with the organization's mission.
- b) The potential impact of the proposed initiative.
- c) Feasibility and sustainability of the proposal.
- d) Overall benefit to UNCW and/or the Wilmington community.

508.9 The recipient of the grant shall be announced prior to the conclusion of the Spring Semester.

508.10 The awarded funds shall be deposited into the recipient organization's on-campus financial account.

508.11 The grant amount shall be \$2,500, awarded annually to the selected student organization.

508.12 The recipient organization must submit a follow-up report to the SGA Treasurer by the end of the following Fall Semester, detailing: a. How the funds were utilized. b. The impact of the initiative on the organization and the community. c. Any challenges encountered and lessons learned.

508.13 The SGA Treasurer shall oversee the financial aspects of the grant, ensuring proper allocation and accountability.

508.14 The selection committee shall convene annually to review applications and select the recipient.

TITLE VI

CHAPTER 600. ELECTIONS GENERALLY

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- 600.1 The Student Government Association of the University of North Carolina Wilmington, in order to address any and all elections concerns, adopts Title VI of these Statutes.
- 600.2 The Senior Class President, Elections Board, and Elections Appeal Board of the Student Government Association are responsible for the supervision and administration of the elections for the elected positions of Student Body President, Student Body Vice-President, and members of the Senate.
- 600.3 Unless otherwise noted in these Statutes or the SGA Constitution, Student Body President, Student Body Vice-President, and all elected Senate positions shall be elected from currently enrolled students at the University of North Carolina Wilmington.
- 600.4 The Student Body Vice-President, Senior Class President, and Student Body Vice-President Pro-Tempore shall have authority to make corrections to the Title VI statutes, limited only to typographical errors in spelling or punctuation.
- 600.5 Amendments to Title VI of the Student Government Statutes may be generated by the Senior Class President, Internal Affairs, or any member of the Senate and are subject to two-thirds (2/3) approval of the Senate.
- 600.6 Interpretation and enforcement of the Title VI Statutes shall be the sole responsibility of the Elections Board and the Elections Appeal Board.

CHAPTER 601. DEFINITIONS

- 601.1 The definitions contained here within the Title VI Statutes shall only be applicable to this set of Statutes and shall have no bearing on the interpretation of other SGA governing documents.
- 601.2 “Business Day” is defined as any weekday on which the University is operating and holding classes, during regular business hours.
- 601.3 “Spring Elections” refer to the election of the Student Body President, Student Body Vice-President, and all elected Senate positions with the exception of Freshman Class positions.
- 601.4 “Recall Elections” refer to the election for an elected position which has been recalled by a valid petition as outlined in the SGA Constitution and these statutes.
- 601.5 “Run-off Elections” shall be defined as the following:
- 601.5.1 Any election held when a candidate, needing a fifty percent plus one (50% + 1) majority of the votes, has failed to receive the majority of votes cast in any election process.
- 601.5.2 Any election held when a candidate, needing a plurality of votes, has failed to receive the plurality of votes cast in any election process
- 601.6 “Special Elections” shall be defined as any election cycle brought before the Student Body outside of the Spring election cycle.
- 601.7 “Election Cycle” refers to the period of time from when SGA Election Packets are made available to the Student Body to the certification and announcement of results by the Elections Board.

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- 601.8 “Candidate” refers to any currently enrolled student at the University who has filed documents for a specific election cycle.
- 601.9 “Write-in Candidate” refers to any currently enrolled student at the University whose name did not appear on the elections ballot but was written in by members of the Student Body.
- 601.10 “Plurality” shall be defined as the most votes cast for a specific elected position
- 601.11 “Simple Majority” shall be defined as fifty percent plus one (50% + 1).
- 601.12 “Campaigning” shall be defined as any effort by a candidate for the purpose of advancing a candidate’s campaign during a given election cycle.
- 601.13 “Violation” refers to any incident in which a candidate violates any of the guidelines set forth in these statutes.
- 601.14 “Violation appeal” refers to any appeal of a violation decision made by the Elections Board that is submitted to the Election Appeal Board by the candidate found in violation of these statutes
- 601.15 “Campaign Materials” shall be defined as any material that is used to advance a candidate’s campaign and includes but is not limited to: posters, fliers, packets, t-shirts, sandwich boards, posts on social networking websites, etc.
- 601.16 “Joint Ticket” refers solely to the conjunctive vote for Student Body President and Vice-President

CHAPTER 602. SENIOR CLASS PRESIDENT

- 602.1 As outlined in section 307.3 of the Student Government Title III Statutes, the Senior Class President shall coordinate and oversee the SGA Elections process, including recommendations of changes to elections procedures and policies.
- 602.2 The Senior Class President is responsible for initiating the recommendation and selection process of members of the Elections Board and the Elections Appeal Board.
- 602.3 The Senior Class President must serve as the chair of the Elections Board.
- 602.4 The Senior Class President shall work in coordination with the Director of Marketing to promote the elections process, including but not limited to: encourage the involvement of potential candidates, promotion of online voting, advertising of the timeline.
- 602.5 The Senior Class President shall hold Candidate Information Sessions at least once a week covering the SGA experience and elections rules during the period of time between the publishing of the Elections Packet and the beginning of open campaigning. Other members of SGA may help facilitate these sessions unless they are running for a position in the same elections cycle.

CHAPTERS 603. ELECTIONS BOARD

- 603.1 The Elections Board shall be responsible for the general supervision and administration of all SGA elections.

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603.2 The membership of the Elections Board for the Spring elections shall be recommended by the Senior Class President to the Senate prior to the start of Spring elections each year and be established by a two-thirds (2/3) vote of the Senate.

603.2.1 If any changes must be made to the membership of the Elections Board, the Senior Class President must recommend new members of the Elections Board to the Senate for approval by a two-thirds (2/3) vote before allowing them to serve as a member of the Elections Board.

603.2.2 If any member of the Elections Board is not fulfilling their duties as a member, chooses to run for a position, or is found to be endorsing or supporting any candidate, during an election cycle, shall be removed from the Elections Board with a two-thirds (2/3) vote of the Elections Board.

603.3 The Elections Board serves as the initial hearing panel for all alleged elections violations and holds all responsibility in hearing and interpreting all facts relevant to any alleged elections violation as outlined in the SGA Constitution.

603.4 The Elections Board has the power to remove any candidate, by a two-thirds (2/3) vote, from an election process based on any upheld elections violation(s) against the candidate according to the violations process outlined in Chapter 609 of these Statutes.

603.5 The Elections Board shall be required to set up and facilitate polling stations during the period of open voting in locations of high student traffic, including but not limited to: Fisher Student Center & Union, Randall Library, and the Student Recreation Center

603.6 The Elections Board shall assist the Senior Class President in all marketing efforts that relate to the elections process.

603.7 The Elections Board shall be composed of seven (7) members including four (4) on-body members and three (3) off-body members.

CHAPTER 604. ELECTIONS APPEAL BOARD

604.1 The Elections Appeal Board shall serve as the hearing panel for any and all appeals of violations decisions made by the Elections Board as outlined in the SGA Constitution.

604.2 The membership of the Elections Appeal Board shall be recommended by the Senior Class President to the Senate prior to the start of Spring elections each year and be established by a two-thirds (2/3) vote of the Senate.

604.2.1 If any changes must be made to the membership of the Elections Appeal Board, the Senior Class President must recommend new members of the Elections Appeal Board to the Senate for approval by a two-thirds (2/3) vote before allowing them to serve as a member of the Elections Appeal Board.

604.2.2 If any member of the Elections Appeal Board is not fulfilling their duties as a member, chooses to run for a position, or is found to be endorsing or supporting any candidate, during an election cycle, shall be removed from the Elections Appeal Board with a two-thirds (2/3) vote of the Elections Appeal Board.

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- 604.3 The Chair of the Elections Appeal Board will be selected within the Elections Appeal Board by a simple majority vote.
- 604.4 The Elections Appeal Board has the power to overturn any and all Elections Board decisions in regard to elections violations and the disqualification of candidates with a fifty percent plus one (50% + 1) majority vote within the Election Appeals Board.
- 604.5 The Elections Appeal Board shall be composed of five (5) members including three (3) on body members and two (2) off body members.

CHAPTER 605. SGA ELECTIONS PACKET

- 605.1 The SGA Elections Packet shall outline all election timelines, policies, and procedures, in accordance with all SGA governing documents, and be subject to approval by a two-thirds (2/3) vote of the Senate.
- 605.2 As outlined in Article X of the SGA Constitution, the SGA Elections Packet shall be reviewed annually by the Senate and presented for approval no later than the third regularly scheduled Senate meeting of the Spring semester.
- 605.3 All elections rules and regulations shall be outlined in the SGA Elections Packet and may be amended during the annual review of the Packet or as needed with a two-thirds (2/3) vote by the Senate.
- 605.4 Should an updated SGA Elections Packet fail to receive Senate approval, in accordance with 605.2, the last approved update to the elections policies in the SGA Elections Packets, these Statutes, and SGA Constitution shall govern all election proceedings for that semester.
 - 605.4.1 Should any information provided in the SGA Elections Packet be contradictory, these Statutes shall supersede the Packet.

CHAPTER 606. ELECTIONS TIMELINE

- 606.1 The timeline for elections will be determined by the Senior Class President, in accordance with this Chapter of the Title VI Statutes, outlined in the SGA Elections Packet, and approved by the Senate.
- 606.2 Elections for Student Body President, Student Body Vice-President, and all other elected Senate positions shall be conducted during the Spring semester, beginning the portion of open campaigning no later than the second week of March, and concluded no later than the first week in April.
- 606.3 During Spring elections, polls should be open for voting for at least three (3) business days.
- 606.4 The timeline for the Spring election cycle must run for at least one (1) calendar month.
- 606.5 Run-off elections, if needed, must be held within five (5) business days following the conclusion of the election cycle for which it is required.
- 606.6 The Spring Elections Packet shall be presented to the Senate no later than the third regularly scheduled Senate meeting of the Spring Semester. The packet shall be made

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public no later than twenty-four (24) hours after ratification. The packet must be available for submission for a period of at least three (3) weeks.

CHAPTER 607. REQUIREMENTS FOR CANDIDACY

607.1 In order for an individual's name to appear on the ballot during any election cycle, they must fulfill the following requirements:

607.1.1 All candidates must be currently enrolled as a full-time student at the time of candidacy with the exception of candidates pursuing a position as the Graduate School Senator or Non-Traditional Senator.

607.1.2 All candidates, with the exception of Student Body President and Student Body Vice-President, must have a current or cumulative grade point average of at least 2.500.

607.1.2.1 Candidates for Student Body President and Student Body Vice-President must have a current and cumulative grade point average of at least 2.500.

607.1.3 All candidates must be in good judicial standing with the University at the time of candidacy.

607.1.4 Any candidate pursuing election as the Student Body President or Vice-President must run on a single ticket. Both the Presidential and the Vice-Presidential candidates must run on the same ticket in order to appear on every ballot as a combined ticket.

607.1.4.1 No applicant shall be allowed to run for Student Body President or Vice-President alone. Solo campaigns for these positions will be deemed as an incomplete ticket and will not be eligible to participate in the election.

607.1.5 All candidates pursuing a position as a Class President or Senator must be classified by the University as a member of that respective class by the beginning of the fall semester of their term in office.

607.1.5.1 Any candidate who wishes to run for a class position in which they are not actually a member of by credit hours may request to do so by providing an explanation as to why they wish to run for said position to the Elections Board when submitting a nomination form

607.1.5.2 The Elections Board reserves the right to review as well as grant or deny all said requests. This decision is final and may not be appealed to the Elections Appeal Board.

607.1.6 All candidates pursuing a position that represents a particular academic school must have been officially accepted to that school at the time of candidacy.

607.1.7 All candidates must agree to allow the Student Government Association's advisors to verify current and cumulative GPA, judicial standing, declared major, and credit hours earned with the corresponding University departments.

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607.1.8 All candidates must complete the forms provided in the SGA Elections Packet in their entirety.

607.1.9 All candidates must attend one (1) SGA Candidates' Information Session in which the Senior Class President will review all election policies and information concerning the SGA Experience. If a candidate is unavailable to attend, they must schedule a one-on-one meeting with the Senior Class President at least twenty-four (24) hours prior to the last scheduled Candidates' Information Session.

607.1.10 All candidates must attend two (2) SGA Senate meetings, between the publishing of the Elections Packet and the time in which Statement of Qualifications are due, from the call to order until the Student Body Vice-President or their designee adjourns the meeting.

607.1.10.1 Absences, late arrivals and/or early departures will constitute an absence unless it is excused by the Senior Class President.

607.1.10.2 Absences, late arrival and/or early departures will only be excused by the Senior Class President if proper documentation and reasoning is provided at least forty-eight (48) hours prior to the start of the meeting.

607.1.10.3 Emergency situations that arise less than forty-eight (48) hours before any Senate meeting will be considered by the Senior Class President only if proper documentation is provided within twentyfour (24) hours following the incident.

607.1.10.4 The Senior Class President reserves the right to use discretion in excusing a candidate from a meeting.

607.1.10.5 Reasons such as studying, work, or any other commitments that can be foreseen and/or planned ahead of time will not be entertained by the Senior Class President.

607.1.10.6 Acceptable reasons include illness (must provide documentation of doctor/hospital visit within twenty-four (24) hours before or after the meeting) or family emergency (must receive email from the Office of the Dean of Students as documentation). Other extenuating circumstances will be entertained at the discretion of the Senior Class President.

CHAPTER 608. ELECTIONS RULES AND REGULATIONS

608.1 All candidates are required to remain in good judicial standing with the University's Office of the Dean of Students as well as adhere to the Code of Student Life and the Guide to On-Campus Living and all the policies stated within those documents, in addition to all local, state, and federal laws.

608.1.1 Any pending investigation against a candidate by the University, or outside government entity, may be grounds for disqualification under the Elections Board's discretion.

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- 608.2 All campaigning, including the distribution of campaign materials, must be done in accordance with all University policies and the rules set forth in this document.
- 608.3 All campaigning begins at 12:01 AM on the date set by the Elections Board and listed in the SGA Elections Packet. The use of any campaign materials before this time is strictly prohibited.
- 608.4 Any actions taken via social networking websites, such as Facebook, Twitter, etc., will not be considered under the scope of the Elections Board. No violations may be filed in regard to these matters except for violations regarding 608.3 pertaining to the start time of campaigning.
- 608.5 No one besides the candidate, or one of their designees, may remove their own material, unless it is in violation of election policies, in which it will be removed by a member of the Elections Board.

608.5.1 This does not apply to the use of the spirit rock or the spirit boulder

- 608.6 Candidates and/or their designees may not use laptop computers, university-maintained computer stations, and any other electronic devices (iPhone, Android, Tablets, etc.) as a means of soliciting votes.
- 608.7 Neither candidates nor their designees may go “door to door” to solicit votes on campus.
- 608.8 Neither candidates nor their designees may disrupt any academic class or meeting in regard to campaigning without the prior approval of the professor or instructor.
- 608.9 Candidates may contact an organization to present their campaign at any time after campaigning has begun. They may visit only after they are invited by the president or leader of the organization.

608.9.1 If a candidate and/or one of their designees visit an organization’s meeting during the polling period, any kind of computer or portable device may not be used as a means of soliciting votes.

- 608.10 Use of the Student Government Association’s or the Campus Activities and Involvement Center’s office and/or supplies for campaign purposes is strictly prohibited.

608.10.1 During elections, candidates may only conduct business in these offices as it pertains to their participation in another organization or the Student Government Association.

- 608.11 The Elections Board adopts the posting policy as outlined in the Code of Student Life.

608.11.1 Posters and/or flyers may not be hung with any adhesive backs or stickers of any kind. All materials must be mounted with pushpins or staples to allow removal from the surface without defacement

608.11.2 Handbills, handouts, and all other campaign materials are prohibited from including coupons.

608.11.3 All campaign materials must clearly identify who they are posted by and receive proper approval when applicable.

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608.11.4 All banners must abide by the banner policy outlined in the Code of Student Life.

608.11.5 If a candidate has a specific posting need or request not addressed above, he/she should contact the Senior Class President.

608.12 All candidates must follow all campaign finance guidelines that are outlined in the SGA Elections Packet.

608.13 Write-in candidates, or those seeking write-in candidacies, will be held responsible for all of the policies listed in Chapter 608.

CHAPTER 609. ELECTIONS VIOLATIONS PROCESS

609.1 An alleged violation will only be considered and heard if an Elections Violation Form is submitted to the Elections Board.

609.1.1 For a violation to be considered, the person submitting the violation form against a candidate must also be willing and able to appear before the Elections Board to present their claim. The person filing the violation form will be notified within twenty-four (24) business hours of the reported claim of the date and time of the Elections Board and/or the Elections Appeal Board scheduled hearing.

609.1.2 All violations must be submitted to the Elections Board by the time that polls close as outlined in the SGA Elections Packet.

609.2 Any candidate who is found to be responsible for three (3) violations during one (1) election cycle, regardless of severity, will automatically be disqualified and will no longer be eligible to run for a position either on the ballot or as a write-in candidate.

609.3 All violations that are upheld by the Elections Board will be posted online during the election cycle for public viewing.

609.3.1 All violations posted online will include a rationale of the Elections Board's decision.

609.3.2 Should an Elections Appeal Form be submitted to the Elections Appeal Board, the status of any upheld violation will be updated with a decision and rationale of the Elections Appeal Board, if necessary.

CHAPTER 610. ELECTIONS APPEAL PROCESS

610.1 Appeals will only be considered and heard if an Elections Appeal Form is submitted to the Elections Appeal Board within three (3) business days following the Elections Board's decision, and if its purpose is to appeal a violation that has been upheld by the Elections Board.

610.2 The Elections Appeal Board will call special meetings as needed in order to hear elections violations appeals.

610.3 All decisions made by the Elections Appeal Board in regard to violations and/or disqualifications are final.

CHAPTER 611. SPECIAL ELECTIONS

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- 611.1 In the event of a vacancy in the office of Student Body President in which the Student Body Vice-President should decide not to succeed to the office of Student Body President, the Senior Class President shall hold and conclude a special election within ten (10) business days for the vacancy of the office of Student Body President.
- 611.2 In the event of a vacancy in the office of Student Body Vice-President in which the Senate President Pro-Tempore should decide not to succeed to the office of Student Body Vice-President, the Senior Class President shall hold and conclude a special election within ten (10) business days for the vacancy of Student Body Vice-President.

CHAPTER 612. RECALL ELECTIONS

- 612.1 The Student Body shall have the power to recall any elected officer of the Student Government Association.
- 612.2 In order to initiate a recall election, a petition, signed by the number of students equal to the total number of students who voted in the previous election of the office in question, must be submitted to the Student Body President.
- 612.3 A recall petition may only be initiated against an inaugurated officer who has taken the SGA Oath of Office.
- 612.4 Should the recall be for a class officer, only members of that class shall be eligible to sign the recall petition and/or vote in the recall election. In this case, the minimum number of required signatures shall be ten (10) percent of the currently enrolled members of that class.
- 612.5 It is the responsibility of the Student Body President to determine if the petition is valid or invalid.
- 612.5.1 Should any petition be submitted to recall the Student Body President the Student Body Vice-President must deem if the petition is valid or invalid.
- 612.5.2 In the event that the Student Body President and Student Body Vice-President are recalled simultaneously, the Senior Class President is responsible for deeming if a petition is valid or invalid.
- 612.6 A petition shall be deemed invalid if:
- a) The recall petition fails to include enough signatures of currently enrolled students.
 - b) Duplication of signatures brings the total number of signatures below that required for initiation of recall.
 - c) In the case of a recall petition for a class officer, the students' signatures to such a petition are not all members of the affected class and the removal of such invalid signatures brings the total number of signatures below that required for initiation of recall.
- 612.7 If the Student Body President deems the petition to be valid, he or she shall direct the Elections Board Committee to conduct a recall election for that office.
- 612.8 The current incumbent officer will be automatically placed on the ballot and shall continue in office until the recall election results have been officially announced by the Elections Board.

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CHAPTER 613. RUN-OFF ELECTION

- 613.1 In the event of a tie for positions that require a plurality of votes, a run-off election will be held only between the candidates or write-in candidates who tied for the most votes received during the initial election.
- 613.2 In the event that no candidate receives a fifty percent plus one (50% + 1) majority vote required for the position in which they have run for, a run-off election will be held only between the two (2) candidates who received the most votes during the initial election.
- 613.2.1 If only one (1) candidate remains eligible following the posting of election results, due to disqualification of other candidates in the initial election and has failed to receive a fifty percent plus one (50% + 1) majority vote during the initial election, the run-off election will be open to any eligible students to run as write-in candidates.
- 613.3 Run-off elections will be held within five (5) business days to determine the winning candidate or write-in candidate.
- 613.4 The Elections Board will publicize any candidate's, excluding write-in candidates, initial platform statement during the run-off election.
- 613.5 All election violations filed and/or upheld by the Elections Board and Elections Appeal Board during the initial election will remain in effect and be publicized to students on the polling website during any subsequent run-off election.

CHAPTER 614. FRESHMEN APPOINTMENT

- 614.1 Each Fall the Student Body Vice-President and Senior Class President shall work to appoint seven freshmen members
- 614.2 To be eligible for appointment interested candidates:
- 614.2.1 Shall apply through a WaveLink form created by the Senior Class President
- 614.2.2 Shall attend one (1) senate meeting prior to the close of applications
- 614.2.3 Shall attend one (1) informational session prior to the close of applications
- 614.3 All candidates must be currently enrolled as a full-time student at the time of candidacy.
- 614.4 All candidates must agree to allow the Student Government Association advisors to verify current and cumulative GPA, judicial standing, declared major, and credit hours earned with the corresponding University departments.
- 614.5 The Student Body Vice-President and Senior Class President should review applications of competitive candidates who have completed all eligibility requirements
- 614.6 The Student Body Vice-President should appoint seven freshmen members and they shall be sworn in by the 5th scheduled senate meeting
- 614.7 After being sworn in, interested freshmen members shall go through an interview process administered by the Senior Class President to elect the class president. The Senior Class

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President shall consult with the Student Body Vice President to appoint the Freshman Class President