Article 1: Mission, Vision, and Purpose

Section 1: Mission Statement
1.1.1: The mission of the Student Government Association (SGA) of Coastal Carolina University is to improve the academic, civil, social, and mental success of the student body through student representation, knowing the student body best reflects the success of the University.

Section 2: Vision Statement
1.2.1: The SGA envisions Coastal Carolina as a place of academic excellence, diversity, freedom of thought and speech, service, creativity, safety, and growth, and is aware that these qualities are embodied through the student body that makes up and is served by the SGA.

Section 3: Purpose Statement
1.3.1: The purpose of the SGA is to promote academic excellence, diversity, freedom of thought and speech, service, creativity, safety, and growth by acting as the conduit between the students, administration, faculty, and the alumni to improve the success of our University.
Article 2: Meetings

Section 1: Quorum
2.1.1: Quorum shall consist of a simple majority of Senators.

2.1.2: If Quorum is not achieved no official business can be conducted by the SGA except for roll call of Senators, a motion to recede for a fixed period or to a certain time, or a motion to adjourn.

Section 2: Minutes
2.2.1: Official minutes of regular meetings shall be taken by the Chief of Staff, or another Executive if the position is unfilled or the Chief of Staff is absent.

2.2.2: Official minutes of regular meetings must be made public within three days of the regular meeting and distributed to the Senate, Executives, and Advisors.

Section 3: Location
2.3.1: The location of regular meetings, determined by the Executives and Advisors, should be consistent over the academic year and easily accessible to the student body.

2.3.2: The Senators may signal to the Executives and Advisors for the determined location of regular meetings to be changed with a vote of two-thirds majority. If the vote passes, the Executives and Advisors must determine a new meeting location within a reasonable time frame.

2.3.3: Any change to the regular meeting location must be made at least two weeks in advance.

Section 4: Time
2.4.1: Regular meetings shall be every Monday of the academic year at 6:00PM, except for Mondays that fall under Section 5 below or if altered by the Senators as stated in this section.

2.4.2: A calendar of the regular meeting schedule shall be made available prior to the start of each semester and be updated regularly.

2.4.3: The Senators may select a new meeting time with a vote of two-thirds majority. If the vote passes, the Executives and Advisors must determine whether or not the time is feasible. If the new time is not feasible, a report must be given by the Executives on why the time is not workable.

Section 5: Dates Off
2.5.1: Dates off shall consist of all student holidays, federal holidays, and class cancelation by the University.
Article 3: The Executive Council

Section 1: Responsibilities and Composition of the Executive Council
3.1.1 The Executive Council will be responsible for administrative affairs of the SGA.

3.1.2 The Executive power of the Student Government Association of Coastal Carolina University shall be vested in the Executive Council composing of the Student Body President, Executive Vice-President, President Pro-Tempore, Vice-President of Finance, and Vice-President of Public Relations.

3.1.3 The Executive Council shall meet once a week during the fall and spring semesters.

3.1.4 All Executive Officers will serve one-year terms from election in the spring to the induction of new officers.

Section 2: Eligibility to Hold Executive Office
3.2.1 Must be a full-time degree seeking undergraduate student of Coastal Carolina University.

3.2.2 Must maintain at least a 2.75 GPA for the duration of their election and through completion of their term.

3.2.3 Must have served at least one semester as a Senator or have experience relevant to the desired position.

3.2.3 Must be in good academic and disciplinary standing with the University.

3.2.4 If a disciplinary incident occurs either/both from the University or law enforcement, the at-fault Senator shall report the incident to the Executive Council and Advisors.

Section 3: Student Body President
3.3.1 Duties of Student Body President

3.3.1.1 Must oversee all SGA activities and inquiries.

3.3.1.2 Must represent the SGA and students of Coastal Carolina University at all official occasions.

3.3.1.3 Appoint officers for the SGA as prescribed in Article 4, Section 1.

3.3.1.4 Appoint students to the Student Conduct Board as prescribed in the Code of Student Conduct.

3.3.1.5 Appoint students to serve on Faculty Senate Committees.

3.3.1.6 Serve as the official liaison between SGA and the Faculty Senate.

3.3.1.7 Sign or veto legislation passed by the Senate of the SGA within six days of passage.
3.3.1.8 Represent the SGA to external agencies, such as the Horry County Higher Education Commission (HCHEC).

3.3.1.9 Serve as a member of the Student Life Committee and Faculty Senate.

3.3.1.10 Serve as an ex-officio member on the Board of Trustees of Coastal Carolina University.

3.3.1.11 Maintain a minimum of ten office hours per week.

3.3.2: Expectations

3.3.2.1 The Student Body President is expected to represent the interests of the students of Coastal Carolina University and act as a liaison between the students, University Administration, and Faculty Senate.

3.3.2.2 The Student Body President is expected to direct and manage the procedures of the SGA Senate.

3.3.2.3 The Student Body President is expected to behave ethically and representatively of the SGA.

3.3.3: Stipend

3.3.3.1 Student Body President will receive a 75% in-state tuition waiver.

3.3.3.2 Should the Student Body President vacate or be removed from their office, they will be required to return to the Office of Student Life any remaining balance of their stipend, prorated from the date of vacancy.

Section 4: Executive Vice-President

3.4.1: Duties

3.4.1.1 Succeed to the office of Student Body President, should the office become vacant.

3.4.1.2 Serve as a member of the Student Life Committee of the Faculty Senate.

3.4.1.3 Serve as the presiding officer of the SGA Senate.

3.4.1.4 Serve as a member of the Executive Council.

3.4.1.5 Track and submit legislation to proper University Departments.

3.4.1.6 Serve as an ex-officio member of all Standing Committees.

3.4.1.7 Maintain a minimum of ten office hours per week.

3.4.2: Expectations
3.4.2.1 The Executive Vice-President is expected to perform the same expectations and duties as the Student Body President in the case that the Student Body President is unable to perform these responsibilities.

3.4.2.2 The Executive Vice-President is to represent the interests of the students of Coastal Carolina University and act as a liaison between the students, University Administration, and Faculty Senate.

3.4.2.3 The Executive Vice-President is expected to behave ethically and representatively of the SGA.

3.4.3: Stipend

3.4.3.1 The Executive Vice-President will receive a 75% in-state tuition waiver.

3.4.3.2 Should the Executive Vice-President vacate or be removed from office, they will be required to return to the Office of Student Life any remaining balance of their stipend, prorated from the date of vacancy.

Section 5: President Pro-Tempore

3.5.1: Duties

3.5.1.1 Succeed to the office of Executive Vice-President, should the office become vacant.

3.5.1.2 Assist the Executive Vice-President in preparing the weekly Senate Agenda.

3.5.1.3 Serve as presiding officer of the Senate in the absence of the Executive Vice-President.

3.5.1.4 Serve as a member of the Student Life Committee of the Faculty Senate.

3.5.1.5 When not serving as presiding officer of the Senate, the President Pro-Tempore shall retain their rights as a Senator.

3.5.1.6 Prepare the weekly senate agenda.

3.5.1.7 Maintain suggestion boxes by frequently restocking them and distributing suggestions to the relevant Committee Chairpersons and the Chief of Staff.

3.5.1.7 Maintain a minimum of five office hours per week.

3.5.2: Expectations

3.5.2.1 The President Pro-Tempore is expected to perform the same expectations and duties as the Executive Vice-President in the case that the Executive Vice-President is unable to perform them.
3.5.2.2 The President Pro-Tempore is to represent the interests of the students of Coastal Carolina University and the SGA Senate.

3.5.2.3 The President Pro-Tempore is expected to behave ethically and representatively of the SGA.

3.5.3: Stipend

3.5.3.1 The President Pro-Tempore will receive a 10% in-state tuition waiver.

3.5.3.2 Should the President Pro-Tempore vacate or be removed from office, they will be required to return to the Office of Student Life any remaining balance of their stipend, prorated from the date of vacancy.

Section 6: Vice-President of Finance

3.6.1: Duties

3.6.1.1 Maintain an accurate recording of funds available to Student Organizations.

3.6.1.2 Maintain a public written record of SGA office funds and expenditures.

3.6.1.3 Keep account of the depositing and withdrawing of funds from the SGA Office account.

3.6.1.5 Approve of any expenditures made by the Executive Council.

3.6.1.6 Serve as an ex-officio member of the Finance Committee.

3.6.1.7 Enforce the Funding Guidelines for the Finance Committee and keep the guidelines up to date, reporting changes to Senate.

3.6.1.8 Present SGA financial reports to the Senate.

3.6.1.9 Serve as a member of the Student Life Committee of the Faculty Senate.

3.6.1.10 Maintain a minimum of ten weekly office hours.

3.6.2: Expectations

3.6.2.1 The Vice-President of Finance is expected to perform the duties of the Finance Committee Chairperson in the case that the Chairperson is unable to perform them.

3.6.2.2 The Vice-President of Finance is expected to represent the interests of the students of Coastal Carolina University and behave ethically and representatively of the SGA.

3.6.3: Stipend

3.6.3.1 The Vice-President of Finance will receive a 75% in-state tuition waiver.
3.6.3.2 Should the Vice-President of Finance be removed from office, they will be required to return to the Office of Student Life any remaining balance of their stipend, prorated from the date of vacancy.

Section 7: Vice-President of Public Relations

3.7.1: Duties

3.7.1.1 Serve as an ex-officio member of the Public Relations Committee.

3.7.1.2 Collaborate with the Public Relations Committee on the organization and publicity of SGA programming activities and major events such as town halls.

3.7.1.3 Serve as a member of the Student Life Committee of the Faculty Senate.

3.7.1.4 Maintain all social networking sites, email accounts, and websites utilized by the SGA.

3.7.1.5 Maintain a minimum of ten office hours per week.

3.7.2: Expectations

3.7.2.1 The Vice-President of Public Relations is expected to perform the duties of the Public Relations Chairperson in the case that the Chairperson is unable to perform them.

3.7.2.2 The Vice-President of Public Relations is expected to represent the interests of the students of Coastal Carolina University and behave ethically and representatively of the SGA.

3.7.3: Stipend

3.7.3.1 The Vice-President of Public Relations will receive a 75% in-state tuition waiver.

3.7.3.2 Should the Vice-President of Public Relations vacate or be removed from office, they will be required to return to the SGA any remaining balance of their stipend, prorated from the date of vacancy.
Article 4: Appointed Offices

Section 1: Nature of Appointed Offices

4.1.1 Term of Office

The terms of appointed officials shall coincide with that of the Student Body President. When the President’s term is over by term ending, resignation, or removal, all positions appointed by the President are released from duty.

4.1.2 Selection to Office

Students appointed to these offices by the Student Body President with the advice of the Executive Council must be presented to the Senate and confirmed by a two-thirds majority vote.

Section 2: Creation of Appointed Offices

4.2.1 Appointed Offices can be created by the Executive Council at the discretion of the Student Body President.

4.2.2 Duties of other appointed officers shall be outlined in the legislation creating the position.

4.2.3 Appointed offices created by the Student Body President must be presented to the Senate and confirmed by a two-thirds majority vote.

Section 3: Chief of Staff

4.3.1 Eligibility

4.3.1.1: Must have been a part of SGA prior to applying to or being selected for the position but cannot hold a Senator office while serving in the Executive Council.

4.3.1.2: Shall have and maintain a cumulative GPA of at least a 2.75 while serving in their Executive position for the duration of their election and completion of their term.

4.3.2 Duties

4.3.2.1 Attend all Senate meetings and Executive meetings.

4.3.2.2 Organize and distribute all written communication and other information for the SGA Executive Council.

4.3.2.3 Assist members of the Executive Council in completion of projects.
4.3.2.4 Work with the Student Body President to plan the summer retreat for the Executive Council.

4.3.2.5 Plan and coordinate the SGA Inauguration Ceremony in the spring semester.

4.3.2.6 Shall be responsible for preparing the SGA mailboxes, name tents, and name tags.

4.3.2.7 Shall serve as office manager, which shall include, but not be limited to setting the office rules, organizing storage, updating signage, and ordering supplies.

4.3.2.8 Keep all suggestions forms provided by the President Pro-Tempore and compile and organize them for records.

4.3.2.9 Prepare the Senate floor for each meeting including placing name placards in their correct locations and distributing necessary documents.

4.3.3: Expectations

The Chief of Staff is expected to behave ethically and representatively of the SGA.

4.3.4: Stipend

4.3.4.1 The Chief of Staff will receive a 10% in-state tuition waiver.

4.3.4.2 Should the Chief of Staff be removed from office, they will be required to return to the SGA any remaining balance of their stipend, prorated from the date of vacancy.

Section 4: Chief of Justice

4.4.1: Eligibility

4.4.1.1: Must have been a part of SGA prior to applying to or being selected for the position but cannot hold a Senator office while serving in the Executive Council.

4.4.1.2: Shall have and maintain a cumulative GPA of at least a 2.75 while serving in their Executive position for the duration of their election and completion of their term.

4.4.2: Duties

4.4.2.1: Attend all Senate meetings and Executive meetings.

4.4.2.2: The Chief Justice shall coordinate the operation of the Ethics Committee. This constitutes the coordination of all paperwork for cases, recommended sanctions, and the coordination of the appeal process.

4.4.2.3: The Chief Justice, in addition to administering the Ethics Committee, shall be the student representative of the University to the administration in all matters involving student policies and judicial procedures.
4.4.2.4: The Chief Justice has the authority to interpret Student Government Association policies.

4.4.3: Expectations

4.4.3.1: The Chief of Justice is expected to behave ethically and representatively of the SGA.

4.4.3.2: The Chief Justice is expected to perform the same duties as the Ethics Committee Chairperson in the case that the Chairperson is unable to perform them.

4.4.3.3: The Chief Justice is expected to represent the interests of the students of Coastal Carolina University and behave ethically and representatively of the SGA.

4.4.4: Stipend

4.4.4.1: The Chief of Justice will receive a 10% in-state tuition waiver.

4.4.4.2: Should the Chief of Justice be removed from office, they will be required to return to the SGA any remaining balance of their stipend, prorated from the date of vacancy.

4.4.4.3: If there are less than eight weeks remaining in the Chief Justice's term of office, any applicable remaining stipend may be awarded to the successor at the discretion of the Office of Student Activities and Leadership.
Article 5: Senate

Section 1: Eligibility
5.1.1 Must be a full-time degree seeking undergraduate student of Coastal Carolina University.

5.1.2 Must have and maintain a cumulative 2.75 GPA.

5.1.3 Must have a primary major in the college they are seeking to represent and may only represent one college.

5.1.4 Must be in good academic and disciplinary standing with the University.

5.1.5 If a disciplinary incident occurs with the University or law enforcement the at-fault Senator shall report the incident to the Executive Council and SGA Advisors.

5.1.6 If a Senator does not meet all eligibility requirements then said Senator shall forfeit their Senate position immediately.

Section 2: Duties
5.2.1 Attend all regular meetings of the Senate and other hosted SGA events.

5.2.2 Meet regularly with their constituents to provide information and receive input on SGA decisions.

5.2.3 Bring to the Senate suggestions and discussion items from their constituents.

5.2.4 Actively serve on any SGA and University-wide Standing & Special Committees.

5.2.5 Author or co-sponsor legislation to go before Senate.

5.2.6 Debate on all issues on the Senate Floor.

5.2.7 Committees will be responsible for reviewing legislation, meeting at least once bi-weekly, and presenting a report in regular Senate meetings.

5.2.7.1 Committee Chairperson will be responsible for presenting a report during the Senate meetings which will consist of Committee updates pertaining legislation and projects in progress.

5.2.7.2 Committee members shall attend all Committee meetings. If a member cannot attend they must inform the Committee Chairperson.

5.2.7.3 Committee chairs will be responsible for reaching out to Administrative Departments when reviewing legislation pertaining to that Department. The Committee chair will be the primary contact with that Department unless delegated to another Committee member.

Section 3: Attendance and Points System
5.3.1 An excused absence will be defined as a University recognized excused absence or an absence otherwise approved by the Executive Vice-President. Excused late arrival and early departure shall be defined in the same manner.

5.3.2 Each Senator shall be entitled to accumulate fifty (50) points per semester throughout the academic year they are elected without repercussions. Points shall be accumulated as follows:

5.3.2.1 One unexcused Senate absence will constitute an accumulation of twenty (20) points.

5.3.2.2 One unexcused mandatory Senate event absence will constitute an accumulation of fifteen (15) points.

5.3.2.3 One unexcused Senate Committee absence will constitute an accumulation of ten (10) points.

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

5.3.3 Each Senator with a point balance above zero (0) points shall be entitled to remove thirty (30) points per semester but cannot achieve a negative point balance. Points shall be removed as follows:

5.3.3.1 One hour participating in an optional Senate event will constitute a removal of ten (10) points.

5.3.3.2 One hour of community service, approved by the Executive Vice President prior to the service, will constitute a removal of five (5) points.

5.3.4 The accumulation and removal of points shall be recorded by the Chief of Staff with which Senators may dispute point balance should Senators feel the balance is inaccurate.

5.3.5 Senators accumulating a number of points in excess of the number they are entitled will face disciplinary action at the discretion of the Ethics and Judiciary Committee.

5.3.6 Senators are entitled to a single proxy vote per legislative meeting, provided they have notified the Chief of Staff and Executive Vice-President of their absence and appointed a proxy vote Senator at least 24 hours before the regular Senate meeting.

5.3.7 Senators accumulating a number of points in excess of the number they are entitled are ineligible to use their proxy vote. A proxy vote shall count as half an absence and will not count towards quorum.

5.3.8 Proxy votes will be approved for excused absences, excused late arrivals, and excused early departures. The Executive Vice-President shall approve or deny the proxy request provided an excused reason is given 24 hours prior to the legislative Senate session.
Article 6: Advisors

Section 1: Duties of Advisors
6.1.1 Sign any necessary documents on behalf of SGA.

6.1.2 Act as a consultant for SGA on any projects and Special (ad-hoc) Committees.

6.1.3 Act as a liaison between both SGA and the University, representing and advocating the interests of both parties.

6.1.4 Ensure that there is a proper transition between incoming and outgoing Executive Council members.

6.1.5 Oversee all ethics hearings that involve the Dean of Students Office or require attention.

6.1.6 Determine the eligibility requirements of Executive Council members and Senators.
   6.1.6.1 Verify the eligibility of the active Executive Council and Senators at the beginning of each full academic semester and ensure it is maintained.

6.1.7 Connect Bill authors with appropriate administration members

Section 2: Expectations of Advisors
6.2.1 Provide a report in Regular Senate Meetings and Executive Meetings.

6.2.2 Provide guidance to the Executive Council and Senators.

6.2.3 Understand all University rules, regulations, and policies that pertain to SGA.

6.2.4 Connect Senators and Executive Council members to relevant departments and offices when needed.

Section 3: Attendance
6.3.1 Advisors are expected to attend all SGA Regular Meetings.

If an Advisor cannot attend a regular Senate meeting, the Advisor shall notify the Executive Council at least 24 hours prior to the regular Senate meeting along with any report that may be given.

6.3.2 Attend Executive Council meetings.

If an Advisor cannot attend an Executive Council meeting, the Advisor shall notify the Executive Council at least 24 hours prior to the Executive Council meeting along with any report that may be given.

6.3.3 Attend all SGA hosted events on campus.
If an Advisor cannot attend an Executive Council meeting, the Advisor shall notify the Executive Council at least 24 hours prior to the Executive Council meeting.

Section 4: Appointing Advisors

6.4.1 An SGA Advisor Candidate must be nominated for the position by either a Senator, Executive Council member, or current SGA Advisor.

6.4.1.1 Candidates for the position must be a full-time faculty member of Coastal Carolina University and maintain that status if appointed.

6.4.1.2 There are to be no more than three SGA Advisors serving at one time.

6.4.2 Once nominated the candidate must be interviewed and approved by the Executive Council then approved in the next regular Senate meeting by a majority vote.

6.4.2.1 If there is more than one candidate being interviewed for the position, the candidate with the majority vote in Senate will be appointed into the position.

6.4.3 The Executive Director of Student Life at Coastal Carolina University reserves the right to appoint any candidate to serve as an SGA Advisor. They will present their appointment to the Executive Council.

6.4.3.1 There is no Executive Council or Senate vote when the Executive Director of Student Life appoints a candidate to SGA.

Section 5: Removal of Advisors

6.5.1 An Advisor who does not adhere to the duties, expectations, or attendance requirements of an SGA Advisor is subject to review by the Executive Council in collaboration with the Ethics Committee of SGA.

6.5.1.1 Any Senator, Executive Council member, or Advisor who seeks to charge an Advisor must do so in a formal letter to the Executive Council listing all applicable charges to that individual.

6.5.1.2 The Advisor under review must be notified of the investigation within 10 days of the charge(s) and temporarily relinquish their duties until the investigation is settled.

6.5.1.3 The Executive Council and Ethics Committee have 20 business days to conclude the investigation of an Advisor.

6.5.1.4 If the Executive Council and Ethics Committee find the Advisor guilty of any of the charges they must vote on removal which must pass by a two-thirds majority vote followed by a two-thirds majority vote at the next Senate meeting.
Article 7: Senate Procedure

Section 1: Order of Business

The Order of Business for Senate shall follow the following format:

I. Call to Order by the President of the Senate
II. Outside Announcements, Requests, Guest Speakers
III. Call of the Roll by the Chief of Staff
IV. Reports
   a. Report from Advisor(s)
   b. Report from the Executive Council
      i. Student Body President
      ii. Executive Vice-President
      iii. President Pro-Tempore
      iv. Vice-President for Finance
      v. Vice-President for Public Relations
   c. Reports from Special Committees by Chairperson or Designates.
   d. Reports from Standing Committees by Chairperson or Designates.
V. Second Reading of Legislation
VI. First Reading of Legislation
VII. For the Good of the Order
VIII. Adjournment

Section 2: Types of Legislation

7.2.1 The Student Senate shall recognize three types of legislation, which shall be known as Bills, Resolutions, and Amendments. Each legislation type is broken down into sub-categories as such:

7.2.1.1 Bills (B)- Bills are used to address all matters which the Student Government Association has authorized jurisdiction. Requires a majority vote (50%+1).

7.2.1.2: Finance Bills (FIN)- Finance Bills are used to allocate funds to student organizations on campus or for approval of funds of the SGA.

7.2.1.2: Resolutions (R)- Resolutions are used to address issues on campus that the Student Government Association does not have direct jurisdiction over and needs to be addressed with the Administration and related Administrative Departments. Requires a majority vote (50%+1).

7.2.1.2.1: Policy Resolution (PR)- Pertains to issues regarding University Policies.

7.2.1.3: Amendments (A)- All legislation that affects a change in the Constitution, Bylaws, Election Rules, and Senate Rules of the Student Government Association at Coastal Carolina University. The Constitutional Amendments need to be approved by...
Bylaws.docx

Article 7: Senate Procedure

Section 3: Procedure of Legislation

7.3.1 An idea for a piece of legislation is presented to the Student Senate floor or addressed individually with a Senator or Committee.

7.3.2 The idea/issue is then written by a Senator as an Amendment, a Bill, or a resolution and submitted to the President Pro-Tempore and Executive Vice President for review.

7.3.3 The proposed legislation is then presented in first reading by the Bill author or co-sponsor of the Bill. At this time the Senator representing the Bill will only answer questions about the Bill.

7.3.3.1 A motion is then made to either send the legislation to the corresponding Committee for review or pass by unanimous consent.

7.3.3.1.1 Unanimous consent should only be used in the following cases:

- 7.3.3.1.1.1 Finance Legislation
- 7.3.3.1.1.2 Last legislative meeting of the Student Senate year
- 7.3.3.1.1.3 No opposing parties or edits to the legislation.

7.3.4 The Committee Chairperson who receives the Bill will then notify and work with all corresponding University Departments pertaining to the legislation and work with the legislation author/Committee to create a final draft of the legislation for second reading. The legislation is then submitted to the President Pro-Tempore for second reading.

7.3.5 The legislation is then presented in second reading by the legislation author or co-sponsor. During this the speaker will explain changes made to the legislation, then the floor will be open for pro/con debate.

7.3.6 After debate there is to be a "call to question" and the legislation must pass by majority vote (50% +1) or two-thirds majority vote if the legislation is an Amendment.

7.3.7 Once the legislation is passed it must be signed by the Executive Vice-President and Student Body President. From there it will be sent to the Office of Student Life for review by the University Administration.
Article 8: Senate Rules

Section 1. Decorum in the Senate

8.1.1: The presiding officer shall maintain proper decorum in the Senate at all times.

8.1.2: Members of the Senate are prohibited from eliciting responses of any kind from visitors present in the Senate.

8.1.3: The dress code for Senate is business casual. Senators not in accordance with the dress code will not be marked present.

8.1.3: The use of cellular phones and pagers is prohibited in the Senate Chamber. Other silent electronic devices may be used only in a manner as not to be disruptive to the Senate at the discretion of the Executive Vice President.

Section 2. Debate

8.2.1: During debate, any Senator may speak on the same question only twice unless a motion to extend has been passed.

Section 3. Which Senator Entitled to the Floor

8.3.1: When a Senator desires to speak, they shall raise their hand, and await recognition from the President of the Senate, and may not proceed until they are recognized. When two or more Senators rise their hands to speak at the same time, the President shall determine which Senator shall have the floor and shall announce it.

8.3.2: When a Senator raises a question of order, the President shall stop all other debate and allow the Senator raising the question to explain the point of order subject only to a superior question of order.

8.3.3: Every Senator, when speaking, shall address the President, must stand in their place and once finished, shall take their seat.

8.3.4: Senators, when addressing the Senate during debate, shall stand in their own place.

8.3.5: Senators, when making a presentation to the Senate, shall stand at the podium in the front of the meeting room.

8.3.6: Except as otherwise provided in the Rules of the Senate, no Senator may interrupt the Senator who has been granted the floor without their consent. To obtain consent, they shall first address the President. If a member wishes to present a question to the Senator who has been granted the floor, they shall address the President and gain recognition. Once recognized, the member shall ask the President, "Does the Senator yield for a question?" The President shall inquire of the member granted the floor "Does the Senator yield?" If the Senator who holds the floor agrees to yield, the President shall so instruct the Senator who wishes to present the question.
Section 4: Motion to Reconsider
8.4.1 No motion for the reconsideration of any vote shall be in order unless the matter is in the possession of the Senate, nor shall any motion to reconsider be in order unless made within the next two regular meetings of the Senate thereafter, and by a Senator voting with the prevailing side. Except for procedural motions, a motion to reconsider may be made immediately after the act or motion to which it applies has occurred, during the time between the call of orders of business after the introduction and reference of new Bills and Resolutions, or during the time the Bill or resolution is being debated.

Section 6: Points of Personal Privilege and Expressions of Personal Interest
8.6.1 Any member may rise to a point of personal privilege, provided that a point of personal privilege shall be defined as questions affecting the rights, reputation and conduct of members of the body in their representative capacity.

8.6.2 A point of personal privilege must relate to persons as members of the body or relate to charges against the character of a member; which charges, if true, would affect the rights of membership.

8.6.3 A member rising to a point of personal privilege must confine their remarks to those matters which concern the member personally and has only the right to defend themselves and no other persons.

8.6.4 All other remarks made by a member shall be regarded as an expression of personal interest and when a member is recognized for an expression of personal interest, such remarks shall in all cases be limited to no more than thirty seconds.

Section 7: Privileged Motions
8.7.1 When a question is under debate, no motion shall be entertained, unless otherwise provided for in the Rules, but

8.7.1.1 To adjourn
8.7.1.2 To adjourn to a date and time certain
8.7.1.3 To recede for a fixed period of time or to a time certain
8.7.1.4 To appeal a decision of the Chair
8.7.1.5 To go into Executive Session
8.7.1.6 To take up order of the day
8.7.1.7 To continue
8.7.1.8 To lay on the table
8.7.1.9 To adjourn debate to a certain day or to adjourn debate
8.7.10 To carry over
8.7.11 To strike out the enacting clause
8.7.12 To commit or recommit
8.7.13 To reconsider
8.7.14 To amend

to which several motions may only be made by the Senator having the floor and shall have precedence in the order in which they are above arranged, and the first ten of which shall be determined without debate. A motion to lay an Amendment on the table being agreed to shall not have the effect of disposing of the main question.

8.7.2 Provided, however, when a Bill or any other matter is under debate, a motion to carry over may be made by the Senator having the floor, with such Senator retaining the floor on that Bill or any other matter upon an affirmative vote of two-thirds of the members of the Senate. A motion to carry over, with the Senator retaining the floor, may be made by the President Pro-Tempore at any time.

8.7.3 At any time and with the Senator who has the floor retaining the floor, the President Pro-Tempore may make a motion to recede for a fixed period of time or to a time certain.

8.7.4 Whenever a member who has been recognized and properly holds the floor makes a motion relating to any business, matter or other question before the Senate, such motion shall require a majority vote of those present and voting unless otherwise provided. If a request is made to repeat or restate any such motion, it shall only be repeated or restated by the member originally making the motion.

Section 8: Fixing a Time Certain to Vote
8.8.1 The debate on the question of second reading of a Bill or Resolution may be brought to a close by two-thirds of the Senators present and voting.

8.8.2 Notwithstanding the provisions of Section 8 or any other rule, such motion may be made after the time period provided for herein has elapsed and may be made by any member and shall not be subject to Amendment or debate. Such motion shall include a fixed time for the vote. Any Senator may request a call of the Senate prior to the vote being ordered.

8.8.3 However, notwithstanding the provisions of Section 7, during the final three regularly scheduled meetings prior to the date set for sine die adjournment, the time periods provided above may be waived by two-thirds of the Senators present and voting.

8.8.4 When the time for a vote arrives, as set under this rule, the Senate shall proceed to a consideration (seriatim) of the Amendments on the desk and upon disposition of all Amendments, proceed immediately to a vote on the main question. Opponents and
proponents of an Amendment shall be granted an equal amount of time in the discretion of the presiding officer, not to exceed five minutes.

8.8.5 When a motion to fix a date or time certain has been agreed to, the Chief of Staff, at that time, is prohibited from receiving any future or further Amendments to the pending matter unless the Chief of Staff certifies that an Amendment is necessary to correct some technical error or omission or to conform the language of an Amendment to an action of the Senate taken previous to the consideration of the Amendment.

Section 9: Vote by Ayes and Noes
8.9.1 Except as otherwise provided, the decision of the Senate on any question other than unanimous consent shall be taken by all members voting "viva voce" or electronically when a roll call is required, if an electronic voting system is available. Votes on the following matters shall be taken by roll call and the names of the Senators voting shall be recorded in the minutes:

8.9.1.1 Second reading of Constitution, Bylaws, and/or Rules Amendments.

8.9.1.2 The question on any act returned from the Student Body President with his or her objections.

8.9.2 Upon a call of the Senate and unless a division is ordered, the Senators present shall vote alphabetically, unless voting electronically when a roll call is required, and every Senator present must give their vote as aye, no, or abstain unless excused by the Senate. No Senator who is absent when the vote is taken, and the result announced by the President shall be allowed to vote without leave of the Senate. A Senator who is absent from a vote may not be recorded as voting on that matter.

8.9.3 The vote for division may be called at any time by five Senators and with the approval of the President of the Senate.

Section 10: President to Vote When There is a Tie
8.10.1 When the Senate, demonstrated by a roll call vote, is equally divided on any question, the Chief of Staff shall take the decision of the President, who may assign the reason of their vote. If the Senate appears to be divided on any question, demonstrated by voting “viva voce,” the President shall make a ruling.

Section 11: A Question May Be Divided
8.11.1 If a question in debate contains several points, any Senator may move to have the same divided and shall state how the division is to be made. Such motion shall be decided by a majority of the Senators present and voting after not more than three minutes of debate. On a motion to strike out and insert shall not be in order to move for a division of the question; but a rejection of a motion to strike out and insert one proposition shall not prevent a motion to strike out and insert a different proposition, nor prevent a subsequent motion simply to strike
out; nor shall the rejection of a motion to simply strike out prevent a subsequent motion to strike out and insert.

Section 12: Priority of Business Not Debatable
8.12.1 All questions relating to the priority of business to be acted upon shall be settled without debate.

Section 13: Bills May Be Recommitted
8.13.1 After commitment and report of a Bill to the Senate, or at any time before its passage it may be recommitted by a motion to recommit which can only be made when the matter is under debate or by unanimous consent and such question shall be decided after not more than five minutes of debate.

Section 14: All Bills Referred to Committees, and to Provide for Recalling Bills from Committee
8.14.1 All Bills or Resolutions, when first read, shall be referred to the appropriate Committees. After the expiration of two regular meetings from the date of reference, any Bill, or Resolution, may be recalled from any Committee by a majority vote of the Senators present and voting; before the expiration of two regular meetings from the date of reference, any Bill, or Resolution may be recalled from Committee by the vote of three-fourths of the Senators present and voting.

Section 15: Availability
8.15.1 All Bills and Resolutions, when received by the Chief of Staff, shall be posted online and made available to the Senators and general public.

Section 16: Clauses in Bill Must be Germane
8.16.1 No clause shall be inserted in a Bill or Resolution unless the same is germane to the Bill or Resolution. In order to be germane, an Amendment must be a natural and logical change or expansion directly related to the specific subject of the Bill or Resolution, as defined in the Bill or Resolution, and must not raise any new or independent matter different from the specific subject of the Bill or Resolution. Any perfecting Amendment must be germane to both the Amendment to be perfected and the underlying Bill or Resolution and must not offer a new proposition or substantially alter the main Amendment. The provisions of this rule must be strictly construed.

Section 17: Bill by Committee
8.17.1 No Bill or Resolution shall be introduced in the name of a Committee except with the approval of two-thirds of the members thereof at a duly called meeting of the Committee; and the Committee Chairperson shall certify thereon that this rule has been complied with.

Section 18: Second Reading of Bills
8.18.1 Second and Third Reading of Bills, Recommittal and Amendments on Third Reading
8.18.1.1 After a Bill has been called for second reading, the President shall recognize the Bill's primary sponsor and/or the Committee or Subcommittee Chairperson with jurisdiction over the Bill for brief explanatory comments on the Bill. These explanatory comments shall not be counted for the purposes of the time limits specified in Section 9. Upon conclusion of the explanatory comments, the Senate immediately shall entertain any questions the Senators may have about the Bill and begin consideration of any Amendments on the desk.

8.18.1.2 If a motion under Section 8 has been adopted and all Amendments on the desk have been considered, the Senate will proceed to a vote on the main question after ten minutes of debate with five minutes for and five minutes against.

8.18.1.3 The final question upon the second reading of every Bill, Resolution, Constitutional Amendment (or motion originating in the Senate), and requiring three readings previous to being passed, shall be, "Shall it pass and be submitted to the Student Body President?"

8.18.2 Motion to Commit Always in Order

8.18.2.1 It shall at all times be in order before the final passage of any such Bill, Resolution, Constitutional Amendment, or motion, to move its commitment. Any such motion shall be decided after no more than four minutes of debate, two minutes for and two minutes against. Should such commitment take place and Amendment be reported by the Committee, the said Bill, Resolution, Constitutional, Bylaws, and/or Rules Amendment, or motion shall be again considered and read a second time.

8.18.3 Fiscal Estimate Required Prior to Second Reading

8.18.3.1 Any Bill or Resolution affecting the expenditure of money by the SGA shall, prior to receiving second reading, have attached to it in writing such comment from the Office of the Vice-President of Finance, as may appear appropriate regarding its effect on the finances of the organization.

8.18.3.2 Any Bill or Resolution affecting the expenditure of money by the University shall, prior to receiving second reading, have attached to it in writing a statement by the Committee Chairperson that the passage of such Bill or Resolution may affect the revenue of the University.

8.18.3.3 Failure to comply with the provisions of this rule does not limit debate on such a Bill or Resolution prior to the question of second reading.

8.18.3.4 The provisions of this section shall not apply where the exact amount of money to be spent or expended is clearly set out in the Bill or Resolution.
Section 19: Presentation of Papers
8.19.1 Senators, when presenting petitions, memorials or reports, or introducing Bills or Resolutions, may make a brief statement on the subject matter of such report, Bill or Resolution as the President in his or her discretion shall deem appropriate, or send it to the President, when it shall be read by the Chief of Staff, unless otherwise ordered.

Section 20: Executive Session
8.20.1 When considering confidential or Executive business, the Senate shall be cleared of all persons except Senators, the Executive Council, and the Advisor(s).

8.20.2 All nominations made by the Student Body President and delivered to the Senate shall be considered at the next regularly scheduled meeting of the Senate, or such other time as the Senate may determine.

8.20.3 Before going into Executive Session, the Senate shall vote in open session on the question of whether to go into Executive Session and the reason therefore. When a motion to go into Executive Session is agreed to, the President shall announce publicly the purpose or purposes of the Executive Session as specified by the member making the motion. No final action may be taken by the Senate in the Executive Session on nominations. For the purpose of this Rule, "final action" means a decision by the Senate which constitutes a dispositive act regarding the consideration of a nomination. No vote may be taken on a final action in Executive Session, and the confirmation of nominations must be voted on in open session.

8.20.4 When the Senate is in Executive Session, any member may make a motion to bring the debate to a close in the Executive Session or to rise from the Executive Session and such motions must be decided without debate by a majority of the Senators present and voting. When the Senate rises from an Executive Session and the report of an Executive Session is received by the Senate, the final question on every nomination shall be: "Will the Senate advise and consent to this nomination?" Confirmation of presidential appointments shall be by roll call vote unless otherwise agreed to by unanimous consent.

8.20.5 When considering nominations in Executive Session, all information communicated, or remarks made by a Senator concerning the character or qualifications of the person appointed and any action or failure to act on any nomination(s) required to be kept confidential by applicable provisions of law shall be kept secret.

8.20.6 Other messages from the Student Body President pertaining to confidential matters shall be subject to such secrecy or publication as the Senate, in each instance, may order.

8.20.7 Any Member or Officer of the organization who violates the secrecy provisions of this rule shall be subject to possible disciplinary action by the Ethics Committee.
Article 9: Committees

Section 1: Standing Committees of the Senate

9.1.1 The Standing Committees of the Senate shall have jurisdiction over any legislation matters before the Senate, conduct research, and make recommendations to the Senate.

9.1.2 Standing Committees shall be as follows:

9.1.2.1 Academic Affairs

The Academic Affairs Committee deals with academically oriented legislation, including class attendance policies, grading, honors and awards, admission requirements, etc. The Chairperson of this Committee shall serve on the corresponding Faculty Senate Committee.

9.1.2.2 Buildings and Grounds

The Buildings and Grounds Committee deals with legislation and affairs pertaining to parking, security, maintenance, facilities management, etc. The Chairperson of this Committee shall serve on the corresponding Faculty Senate Committee.

9.1.2.3 Ethics and Judiciary

The Ethics Committee deals with any alleged violations of the SGA rules and procedures. The SGA Advisors and the Chief of Justice shall serve as ex-officio members on this Committee.

9.1.2.4 Finance

The Finance Committee deals with the allocation of funds to student clubs and organization, as well as proposing new rules and guidelines pertaining to the allocation of funds to clubs and organizations. The Fiscal Technician for the Office of Student Life and Vice President of Finance shall serve as ex-officio members on this Committee.

9.1.2.5 Public Relations

The Public Relations Committee deals with organizing and publicizing SGA events.

9.1.2.6 Student Life

The Student Life Committee deals with legislation and affairs pertaining to the nonacademic life of students at Coastal Carolina University. The Chairperson of this Committee shall serve on the corresponding Faculty Senate Committee.

9.1.2.7 Diversity and Inclusion

The Diversity and Inclusion Committee deals with promoting the ideals of diversity and inclusion.
9.1.3 Matters shall be referred to the appropriate standing Committee with jurisdiction over the primary subject matter addressed by the Bill or Resolution. If there is any objection to the referral of any Bill or resolution to any Standing Committee, the Senate shall enter informal consideration to hear the same and resolve the issue.

Section 2: Special Committees
Special Committees shall be formed by majority vote of the Senate, as deemed necessary, to investigate matters of immediate concern. Any members of the Special Committee, who are Senators, shall be appointed by the President of the Senate. Any members of the Special Committee, who are not Senators, shall be appointed by the Student Body President.

Section 3: Committee Selections
9.3.1 Members of the Senate shall make their Committee selections at August Senator Training Retreat, or in the case of a Senator appointed during the academic year, at such time designated by the President Pro-Tempore.

9.3.2 In the case of an appointment, the Senator must inform the President Pro-Tempore of their Committee selection(s) within one week after taking the oath of office.

9.3.3 For the members to make their Standing Committee selections, the Chief of Staff shall prepare a roll of the Senate, listing the members in the order of length of tenure at Coastal Carolina University, beginning with the longest tenure.

9.3.4 Where two or more members have equal continuous service they shall be listed in alphabetical order of last name.

9.3.5 The Chief of Staff shall also prepare a list of each Standing Committee and the number of seats available. The Chief of Staff shall then call the roll in order of tenure. Each member, upon their name being called during the first call of the roll, shall select one unfilled Standing Committee on which they wish to serve.

9.3.6 When the maximum number of seats of a Standing Committee has been filled, the President shall announce that the seats available for the Committee are filled.

9.3.7 In the event any member is unable to be present for selection of Standing Committees, said member is to notify the President Pro-Tempore of their Committee selections as soon as possible following the selection by the other members.

Section 4: Chairs of the Committees
9.4.1 In the selection of the Chairpersons of the Standing Committees, each Committee shall elect a Chairperson, who will serve as spokesperson for the Committee in regular meetings.

9.4.2 A Senator shall serve as Chairperson of only one of the Standing Committees but may chair a Standing Committee and a Special Committee concurrently.
9.4.3 The Chairperson of any Committee may appoint Subcommittees to consider a particular Bill or resolution or to consider matters relative to a portion of work of the Committee. Such Subcommittees shall make recommendations to the Committee. The members of the Subcommittee shall elect a Chairperson. The total membership of a Subcommittee shall be composed of members of the full Committee, as decided by the Committee.

9.4.4 The Chairperson of the full Committee shall be an ex officio member of all Subcommittees and entitled to vote but shall not be counted as a member for purposes of a quorum.

Section 5: Committee Meetings
9.5.1 Each Committee shall meet at least twice each semester, and present at least two reports each semester to the SGA Senate. The standing Committees shall provide the Executive Council a schedule of regular meeting times of each standing Committee.

9.5.2 Any additional or special meeting may be called only by individual Committee Chairpersons. Each Standing Committee is responsible for keeping minutes of all meetings of the full Committee.

9.5.3 The vote total on any matter before the Committee shall be recorded in the minutes and a roll call vote must be recorded upon request.

Section 6: Committee Reports
9.6.1 Reports must be separately made on each Bill or Resolution and shall be signed by the Chairperson or such Senator as the Chairperson may designate.

9.6.2 No Bill or Resolution may be polled out of a Standing Committee until all of the Committee members present are notified and polled and a majority of the entire membership of the Committee votes in favor of polling the legislation out. The poll results must be certified by the Committee Chairperson, who must certify that each member of the Committee was notified and given an opportunity to vote and a written copy of the results must be given to the Chief of Staff to be published in the minutes.
Article 10: Disciplinary Procedure

Section 1: Grounds for Disciplinary Action
10.1.1 A fair and equal disciplinary process shall be given to all members of Coastal Carolina University Student Government Association including Executives, Senators, appointed positions within Senate, and Advisors.

10.1.2 The following list includes regulations that will be considered grounds for disciplinary action including, but are not limited to:

- 10.1.2.1 Attendance Violations
- 10.1.2.2 Misadministration
- 10.1.2.3 Non-Performance of Duties and Expectations
- 10.1.2.4 Inappropriate Behavior that Undermines the Dignity of the Position
- 10.1.2.5 Public Falsehood
- 10.1.2.6 Slander
- 10.1.2.7 Violation of University Policy
- 10.1.2.8 Unconstitutional Acts
- 10.1.2.9 Conviction of a Crime

10.1.3 Accusations of such behavior and unethical actions must be presented to the Ethics and Judiciary Committee for review and determination of the validity of such accusations before any action and disciplinary procedure be taken by the Student Government Association of Coastal Carolina University.

Section 2: The Ethics and Judiciary Committee Procedure for Disciplinary Action
10.2.1 The Ethics and Judiciary Committee shall oversee all processes involving reprimands, censures, removal from office, and impeachment of members with a final voting by the Senate.

10.2.2 Once a valid case of accusation has been made to the Ethics and Judiciary Committee, the Committee is responsible for thoroughly investigating the case before determining the course of action.

10.2.3 Higher consideration will be taken of an offense that is self-reported to the Ethics and Judiciary Committee than one that is discovered.

10.2.4 The member accused is entitled to join the case hearing if desired.

10.2.5 Should the Ethics and Judiciary Committee find that a member has committed one or more of the of the actions listed in Article 10, Section 1, Clause 2, it is the responsibility of the
Committee to determine the disciplinary action of such member and present their findings and proposed course of action in the form of a Bill.

10.2.6 The Ethics and Judiciary Committee must report their findings in the investigation to Senate regardless of whether a Bill is produced.

10.2.7 The Ethics and Judiciary Committee has the right to submit a Bill of Reprimand of any member before Senate, outlining the violation in detail.

10.2.8 The Ethics and Judiciary Committee has the right to submit a Bill of Impeachment and removal of any member from office.

Section 3: Disciplinary Procedure for Members of Executive Office

10.3.1 Should a member of the Executive Council be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, the officer’s duties shall be given to the following officers until the disciplinary process has been completed.

10.3.1.1 Student Body President

Should the Student Body President be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, the Presidential duties shall be given to the Student Body Vice-President, Senate President Pro-Tempore, and the Chief of Staff until the disciplinary process has been completed.

10.3.1.2 Executive Vice-President

Should the Executive Vice-President be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, all duties of the Executive Vice-President shall be given to the President Pro-Tempore with assistance of the Chief of Staff until the disciplinary process has been completed.

10.3.1.3 President Pro-Tempore

Should the President Pro-Tempore be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, all duties of the President Pro-Tempore shall be given to the Chief of Staff until the disciplinary process has been completed.

10.3.1.4 Vice-President of Finance and Vice-President of Public Relations

Should any of the Executive Council Vice-Presidents be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, all duties of the Executive Council member will be given to their relative Committee Chairperson until the disciplinary process has been completed.
10.3.2 Disciplinary action of Executive Council members shall be determined by the Ethics and Judiciary Committee upon passing of a Bill of disciplinary action including but not limited to a Bill of Reprimand or Bill of Impeachment.

10.3.3 A two-thirds majority vote of present and voting Senators is required to pass a Bill of disciplinary action.

10.3.4 Adherence to disciplinary action in accordance to the Bill shall take place immediately after passage.

10.3.5 Impeachment Process and Removal of Executive Officers

10.3.5.1 The Senate will have the power to impeach and remove from office, any SGA Officer at any senate meetings with quorum for conducting themselves in a manner that goes against SGA values.

10.3.5.2 Impeachment proceedings shall be initiated only by the Ethics and Judiciary Committee.

10.3.5.3 The Ethics and Judiciary Committee must thoroughly investigate the behavior of the officer and determine if the measure of disciplinary action be to the extent of impeachment and removal.

10.3.5.4 The Ethics and Judiciary Committee, along with reporting their findings to Senate, must also present a Bill of Impeachment to impeach and remove the officer.

10.3.5.5 In a Senate session with presentation of a Bill of impeachment, the Vice-President of Camus Life and Student Engagement shall preside and see that the session is conducted fairly.

10.3.5.6 A two-thirds majority vote of all present Senate members will be required for the Executive Officer to be impeached and removed.

10.3.5.7 A clause may be added to the Bill of Impeachment to take away the right to run or be appointed in subsequent elections.

10.3.5.8 Due process shall be given to Officers as stated in Article 10, Section 1, Clause 1.

10.3.6 Less-Severe Sanctions of Executive Officers

10.3.6.1 Minor offenses committed by SGA Officers, occurring within or outside of the regular activities of the SGA, that result in the Officer being negligent of their duties shall be investigated by the Ethics and Judiciary Committee.

10.3.6.2 The Ethics and Judiciary Committee will follow disciplinary procedure as described in Article 10, Clause 2.
10.3.6.3 The Ethics and Judiciary Committee will be allowed to only propose a disciplinary Bill in the form of sanctions of the Officer.

10.3.6.4 A two-thirds majority vote of all present Senate members will be required for the sanctions to be initiated.

10.3.6.5 Due process shall be given to officers as stated in Article 10, Section 1, Clause 1.

**Section 4: Disciplinary Procedure of Senators**

10.4.1 Disciplinary Procedure of Senators

10.4.1.1 Should any Senator be accused of committing one or more of the actions listed in Article 10, Section 1, Clause 2, by the Ethics and Judiciary Committee, the Senator will be suspended until the disciplinary process has been completed.

10.4.1.2 Disciplinary action of the Senator shall be determined by the Ethics and Judiciary Committee upon passing of a Bill of disciplinary action, including but not limited to a Bill of Reprimand or Bill of Impeachment.

10.3.3.3 It shall take a two-thirds majority vote of present voting Senators to pass a Bill of disciplinary action.

10.3.3.4 Disciplinary action in accordance to the Bill shall take place immediately after passage.

10.4.2 Impeachment Process and Removal of Senators

10.4.2.1 The Senate will have the power to impeach and remove any SGA Senator at any time for conducting themselves in a manner that goes against SGA values.

10.4.2.2 Impeachment proceedings shall be initiated only by the Ethics and Judiciary Committee.

10.4.2.3 The Ethics and Judiciary Committee must thoroughly investigate the behavior of the Senator and determine if the measure of disciplinary action be to the extent of impeachment and removal.

10.4.2.4 The Ethics and Judiciary Committee, along with reporting their findings to Senate, must also present a Bill of Impeachment to impeach and remove the Senator.

10.4.2.5 A two-thirds majority vote of all present Senate members will be required for the Senator to be impeached and removed.

10.4.2.6 A clause may be added to the Bill of Impeachment to take away the right to run or be appointed in the subsequent election.

10.4.2.7 Due process shall be given to Senators as stated in Article 10, Section 1, Clause 1.
10.4.3 Less-Severe Sanctions for Senators

10.3.6.1 Minor offenses committed by SGA Senators, occurring within or outside of the regular activities of the SGA, that result in the officer being negligent of their duties shall be investigated by the Ethics and Judiciary Committee.

10.3.6.2 The Ethics and Judiciary Committee will follow disciplinary procedure as described in Article 10, Section 2.

10.3.6.3 The Ethics and Judiciary Committee will be allowed to only propose a disciplinary Bill in the form of sanctions of the Senator.

10.3.6.4 A two-thirds majority vote of all present Senate members will be required for the sanctions to be initiated.

10.3.6.5 Due process shall be given to Senators as stated in Article 10, Section 1, Clause 1.

Section 5: Appeals

10.5.1 A charged member may request an appeal to the Executive Vice-President within two months after a vote of the Senate.

10.5.2 The Executive Vice-President and Vice-President of Student Affairs shall review the actions of the Ethics and Judiciary Committee and determine if a violation of a member's rights occurred, a violation of the reprimand or impeachment proceedings occurred, or if new evidence has been presented which has bearing on the verdict.

10.5.3 The Executive Vice-President must report their findings on the matter to Senate

10.5.4 The Vice-President of Student Affairs along with other SGA Advisors shall oversee the appeals process with no involvement of the Ethics and Judiciary Committee.
Article 11: Elections

Section 1: Time of Elections
11.1.1 The SGA shall hold elections during the fall semester for freshmen and any vacant Senator positions, and the spring semester for Executive offices and upperclassmen Senator positions.

11.1.2 The fall election shall take place during the first seven weeks of the fall term and be concluded prior to finals.

11.1.3 The spring election shall take place after the fourth week of the spring term and be concluded at least two weeks prior to the end of term.

11.1.4 A run-off election for the fall or spring election shall be held exactly one week after the respective election.

Section 2. Fall and Spring Election Procedures
11.2.1 Any SGA Election shall be announced no less than 21 academic days prior to the first day of the election. SGA shall be responsible for publicizing the date of the elections.

11.2.2 Any student wishing to run for an SGA position shall submit an “Intent to Run” form to the Office of Student Life, no later than one week prior to the first day of the election.

11.2.3 The Executive Director of the Office of Student Life shall ensure that each applicant's qualifications are verified. Each applicant must sign a statement permitting the Office of Student Life to verify their qualifications for the office.

11.2.4 A candidate may run for both a Senator position, and one of the elected Officer positions, except for the President Pro-Tempore position. However, if the candidate is elected to both positions, the candidate has one week from the announcing of the election results to decide on which office to serve. The position the candidate chooses not to serve shall be filled through a special election occurring at the earliest possible date or be filled by Presidential appointment with Senate confirmation.

11.2.5 The Elections Commission must either verify the election within forty-eight hours following the closing of the polls or void the election due to irregularity.

11.2.6 For Executive Officer elections, the candidate receiving the most votes shall be declared the winner. If two or more candidates tie for first place, a run-off election including those candidates shall be conducted.

11.2.7 For Senator elections, the two candidates receiving the most votes shall be declared the winners. If three or more candidates tie for first place, or two or more candidates tie for second place, a run-off election including those candidates shall be conducted.
11.2.8 The calculations of a run-off election are within 1% margin of difference between candidates, the winner shall be determined by a run-off election.

11.2.9 The breakdown of votes shall be open to public inspection.

11.2.10 The official results of any SGA election shall be announced at the Student Government Association Elections Reception within one week of elections ending.

11.2.11 If a member of the SGA, running for either reelection, or election to a higher position, is found in violation of the election procedures, said member will be subject to the Ethics Committee for possible sanctions.

Section 3. President Pro-Tempore Election
11.3.1 Nominations shall be taken from the floor during the first regular meeting of the Senate during the Fall Semester. No Senator seeking this position may self-nominate themselves.

11.3.3 Once the nomination process is complete, the candidates shall give a speech to the Senate, at the next regular meeting, stating their case as to why they should be elected. Speeches shall last no longer than two minutes.

11.3.4 Once the speeches are complete, all Senators shall cast one vote via secret ballot.

11.3.5 The results shall be tallied by the Executive Vice-President.

11.3.6 If no candidate receives a majority, a run-off election shall take place during the same Senate session between the two candidates that received the most votes.

Section 4. Election Commission
11.4.1 In order to maintain the highest degree of impartiality and fairness, all SGA elections shall be conducted by a neutral Election Commission.

11.4.2 Powers

11.4.2.1 The Election Commission shall certify election results or declare results null and void in the event of a breach of security or serious violation of election protocol.

11.4.2.2 The Election Commission shall interpret, enforce, and uphold the policies and provisions of documents affecting the election process.

11.4.2.3 The Elections Commission shall be able to sanction any candidate based on violation of election rules or regulations and to reconsider such sanctions. Sanctions may range from warnings to disqualifications.

Section 5: Advertising Obligations
11.5.1 The Election Commission shall be responsible for advertising all elections and referenda for at least two weeks prior to the election. Locations of polling places and times during which polling will take place must be widely advertised.
Article 12: Special Elections

Section 1. Special Elections

12.1.1 If there is an unfilled position, the Chief of Staff must advertise and create a form to be submitted by candidates to express interest in running for the position.

12.1.2 Intent to run forms shall be filled out and returned to respective locations.

12.1.3 A maximum of two special elections will be held.

12.1.4 If vacant seats are still present, the President shall appoint Senators with the advice and consent of the Senate.

12.1.5 Appointed Senators shall serve with full rights.

Section 2. Special Elections Rules

12.2.1 Any person who shall run for any other position and is not elected may return to their previous seat.

Section 3. Vacancy

12.3.1 If any Senator vacates their office, the President shall appoint another qualified individual to serve until the end of the legislative year. A special election shall be conducted the next beginning of the legislative year.

12.3.2 Vacancy of an Executive Council Position shall occur if, during any semester of the elected officer’s term, the elected officer is not enrolled at Coastal Carolina University; or if the officer should resign, be impeached, or otherwise be removed from office.

12.3.3 If any Executive Council position shall become vacant at any time, the proper order of succession shall take place to fill the vacant position.

12.3.3.1 If the office of the Vice-President of Public Relations becomes vacant, the Chairperson of the Public Relations Committee becomes Vice-President of Public Relations.

12.3.3.2 If the office of the Vice-President of Finance becomes vacant, the Chairperson of the Finance Committee becomes the new Vice-President of Finance.

12.3.3.3 If the office of the Senate President Pro-Tempore becomes vacant, the Senate will elect a Senator to the position.

12.3.3.3 If the office of the Executive Vice-President becomes vacant, the Senate President Pro-Tempore becomes the Executive Vice-President.

12.3.3.4 If the office of the Student Body President becomes vacant, the Executive Vice-President becomes the Student Body President.
Article 13: Awards

Section 1: Student Involvement and Leadership Awards Ceremony.

13.1.1 Best Legislation.
Awarded to the Senator that authored the legislation that has the largest impact on the campus or largest improvement of conditions for students.

13.1.2 Rising Senator of the Year
Awarded to a freshman or sophomore Senator who demonstrates a positive influence for the future of SGA through statesmanship, honor, courage, and integrity.

13.1.3 Chad M. Beatty Senator of the Year
Awarded to the Senator who has gone above and beyond what is expected and represents themselves and SGA well.

13.1.4 Pat Singleton-Young Student Advocate of the Year
Awarded to a Faculty member who truly supports students in and out of the classroom, serves as club adviser, speaks out for what is best for students.

Section 2: Honors Convocation.

13.2.1 Professor of the Year
Nominated by a student, this honor is awarded to the faculty member who treats students fairly, is dynamic in the classroom, helps students after class, and is always willing to help students learn. This person understands that it is not about teaching but about student learning.
Article 14: Amendment Process

Section 1: Amendments
These Bylaws may be amended at any annual meeting of this association by a two-thirds majority vote, provided that the Amendment has been submitted in writing at least sixty (60) days prior to the meeting and in the call to the meeting.

Section 2: Amendments Necessitated by Outside Changes
Any Amendment to these Bylaws necessitated by Amendments to Coastal Carolina University Student Government Association’s Constitution shall be made in writing within sixty (60) days following the adoption of such Amendments and called to question by the Student Senate within two Senate sessions of the writing.