

1. Abilene Christian University

S.R. 101.25

2. 101st Senate

3. Spring 2024

4. By Katelyn Kellogg

5.

6. **A RESOLUTION TO ADD THE RESPONSIBILITY OF THE EXPANSION AND
MANAGEMENT OF THE SGA ENDOWMENT TO THE CHIEF FINANCIAL OFFICER
IN ARTICLE 15 AND 16 OF THE BYLAWS**

7.

8. *WHEREAS*, The treasurer is currently the only position specified to have the power and responsibility for the expansion and management of the SGA endowment

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10. *WHEREAS*, the finance team has requested that this responsibility be added to the CFO role as well

11.

12. *WHEREAS*, the additional lines to Article 15 and Article 16 ensures that the most reasonable positions for this responsibility is responsible for the expansion and management of the sga endowment

13.

14. *RESOLVED*, that the highlighted additions change the Bylaws of SGA. (See Article 40: Summer Responsibilities)

BYLAWS
Of The
Student Government Association
Of
Abilene Christian University

Chapter I: President's Cabinet

Article 1: President's Cabinet Authority Structure

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

Article 2: President's Cabinet Terms

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

Article 3: President's Cabinet Work and Compensation

1. All Executive Officers shall work twenty hours a week in the SGA offices.
2. All Executive Officers shall be compensated at a rate of \$15.50 per hour of work.
3. All Administrative Officers shall work ten hours a week in the SGA offices.
4. All Administrative Officers shall be compensated at a rate of \$12.50 per hour of work.
5. Cabinet compensation shall not begin until the fall semester begins, except the President.

Article 4: President's Cabinet Qualifications

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

Article 5: President's Cabinet Powers

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

Article 6: President's Cabinet Responsibilities

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

Chapter II: The President

Article 7: Powers of the President

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

Article 8: Responsibilities of the President

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

Chapter III: The Vice President

Article 9: Powers of the Vice President

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

Article 10: Responsibilities of the Vice President

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

Chapter IV: The Treasurer

Article 11: Powers of the Treasurer

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

Article 12: Responsibilities of the Treasurer

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

Chapter V: The Chief of Staff

Article 13: Powers of the Chief of Staff

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

Article 14: Responsibilities of the Chief of Staff

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

Chapter VI: The Chief Financial Officer

Article 15: Powers of the Chief Financial Officer

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

Article 16: Responsibilities of the Chief Financial Officer

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

Chapter VII: The Press Secretary

Article 17: Powers of the Press Secretary

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

Article 18: Responsibilities of the Press Secretary

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

Chapter VIII: The Marketing Director

Article 19: Powers of the Marketing Director

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

Article 20: Responsibilities of the Marketing Director

1. The Marketing Director shall ensure that official SGA media reflects SGA branding standards.
2. The Marketing Director shall be responsible for SGA social media and web content.
3. The Marketing Director shall ensure that account login information is both accessible and secure.
4. The Marketing Director shall coordinate with the Press Secretary when publishing written media.
5. The Marketing Director shall produce materials requested by superiors in a timely manner.
6. The Marketing Director shall adhere to the Marketing Brand Book.
7. The Marketing Director shall publish all passed and failed legislation with percentages of votes in favor, opposed, and abstaining on the SGA website.

Article 21: The Marketing Brand Book

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

Chapter IX: The Director of Engagement and Recruitment

Article 22: Powers of the Director of Engagement and Recruitment

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

Article 23: Responsibilities of the Director of Engagement and Recruitment

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

Chapter X: Senate

Article 24: Senate Member Terms

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

Article 25: Senate Qualifications

1. Voting Senate members shall be members of the student body.
2. Voting Senate members shall be members of their respective classes.
3. Voting Senate members shall only hold a single elected office at once.
4. Voting Senate members shall be in good standing with the university.

Article 26: Senate Constituencies

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

Article 27: Senate Responsibilities

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

Article 28: Senate Responsibility Enforcement

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

Article 29: Senate Meeting Quorum

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

Chapter XI: Class Presidents

Article 30: Powers of Class Presidents

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

Article 31: Responsibilities of Class Presidents

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

Article 32: Qualifications for Class Presidents

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

2. Class Presidents shall have a GPA of 2.50 or higher.

Chapter XII: Class Vice Presidents

Article 33: Powers of Class Vice Presidents

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

Article 34: Responsibilities of Class Vice Presidents

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

Article 35: Qualifications for Class Vice Presidents

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

Chapter XIII: Class Multicultural Representatives

Article 36: Powers of Multicultural Representatives

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

Article 37: Responsibilities of Multicultural Representatives

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

Article 38: Qualifications for Multicultural Representatives

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

Chapter XIV: Class General Senators

Article 39: Powers of General Senators

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

Article 40: Responsibilities of General Senators

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

Article 41: Qualifications for General Senators

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

Chapter XV: Senate Meetings

Article 42: Parliamentary Procedure

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

Article 43: Senator's Rights Within Parliamentary Procedure

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

Chapter XVI: Committees

Article 44: Senate Committees

1. Committee chairs shall be appointed by the Vice President.
2. Committee members shall be assigned by the Vice President.
3. Committee chairs are responsible for overseeing the actions of their respective committees.
4. Each committee will plan and execute a service project of their choosing.

Article 45: Committee Meetings

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

Chapter XVII: Judicial Board

Article 46: Judicial Board Terms

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

Article 47: Judicial Board Proceedings

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

Chapter XVIII: The Chief Justice

Article 48: Powers of the Chief Justice

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

Article 49: Responsibilities of the Chief Justice

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

Article 50: Qualifications for the Chief Justice

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

Chapter XIX: Associate Justices

Article 51: Powers of Associate Justices

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

Article 52: Responsibilities of Associate Justices

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

Article 53: Qualifications for Associate Justices

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

Chapter XX: Senate Elections

Article 54: Appointing the Elections Chair

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

Article 55: The Elections Committee

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

Article 56: Powers of the Elections Chair

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

Article 57: Election Operations

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