



The Official

Bylaws

of the
Student Government Association
of
Southern University at New Orleans

Amended January 25, 2023

Amended February 19, 2026

Article 1: Purpose of By-Laws

These By-Laws are established to provide detailed procedures and operational guidelines for the implementation of the Constitution of the Student Government Association (SGA) of Southern University at New Orleans. These By-Laws shall govern internal operations and may be amended by a simple majority vote of the Student Senate.

Article II: Meetings and Attendance

Section 1: General Meetings

- The SGA shall host at least **one (1) General Body Meeting per month**, as mandated by the Constitution.
- Meetings shall include all branches and be presided over by the SGA President.

Section 2: Executive Meetings

- The Executive Cabinet shall meet **at least bi-weekly**.
- Attendance is mandatory; more than **two (2) unexcused absences per semester** constitutes negligence.

Section 3: Senate Meetings

- The Student Senate shall meet **bi-weekly** and shall have the authority to call emergency meetings as needed.
- A quorum shall consist of **at least three (3) Senators**.
- Meetings must follow **Robert's Rules of Order**.
- Attendance is mandatory; more than **two (2) unexcused absences per semester** constitutes negligence.
- A schedule of senate meetings shall be drafted by the end of the Spring Semester for the following academic year.

Section 4: Judicial Meetings

- The Judicial Branch shall convene:
 - Upon request by the SGA President or Senate
 - During impeachment or constitutional review proceedings

Section 5: Attendance Enforcement

- Absences must be submitted in writing 24 hours in advance unless an emergency occurs.
- Failure to meet attendance requirements may result in:
 - Written warning
 - Recommendation for impeachment

Article III: Executive Cabinet Operations

Section 1: Composition

The Executive Cabinet shall include:

- President
- Vice President
- Chief of Staff
- Business Manager
- Activities Coordinator
- Public Relations Coordinator
- Elections Commissioner

Section 2: Cabinet Expectations

- Cabinet members must submit **bi-weekly reports** to the President.
- Each officer must present **at least one initiative per semester** aligned with SGA goals.
- Stipends will only be awarded based on merit and fulfillment of duties.

Section 3: Removal (Appointed Positions)

- Appointed officials serve at the pleasure of the President.
- Removal must be:
 - Communicated in writing
 - Reported to the Senate within 48 hours

Article IV: Legislative Procedures

Section 1: Introduction of Legislation

- All bills, resolutions, or proposals must:
 - Be submitted in writing
 - Include at least one (1) author

Section 2: Voting

- A **two-thirds (2/3) vote** is required for passage.
- Voting shall be:
 - Voice vote unless otherwise requested
 - Roll call for major legislation

Section 3: Committees

- Standing committees may include:
 - Finance Committee
 - Homecoming and Spring Fest Committee
- Committee Chairs shall be voted on and confirmed by the Cabinet and President.
- Committee chairs must submit a progress report at each Cabinet meeting.

Section 4: Open Meetings

- At least **one (1) Senate meeting per month** must be open to the student body.

Article V: Judicial Procedures

Section 1: Filing Complaints

- Complaints must be submitted in writing to the Chief Justice within 7 days of incident.
- Must include:
 - Names of parties involved
 - Description of alleged violation

Section 2: Hearings

- Hearings must occur within **7 business days** of complaint filing.
- All parties must receive written notice.

Section 3: Decisions

- Decisions must be:
 - Written and on the official SGA letterhead
 - Issued within **7 days of the hearing.**
 - Shared with relevant SGA leadership, Vice-Chancellor of EMSS, Dean of Students, and Advisors.
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Article VI: Elections Procedures

Section 1: Campaign Regulations

- Campaigning may only occur during the officially designated period.
- Prohibited actions include:
 - Defamation
 - Tampering with campaign materials
 - Campaigning outside of designated areas and time slots.

Section 2: Violations

- Violations may result in:
 - One (1) Verbal/Written Warning
 - Sanctions: *5 sanctions will result in committee hearing to move to disqualification*

- Disqualification (determined by Election Committee)

Article VII: Financial Procedures

Section 1: Budget Oversight

- The Business Manager shall present:
 - Monthly financial reports
 - Semester budget updates
 - Maintain budgets for designated committees and programming

Section 2: Spending Guidelines

- All expenditures must:
 - Be approved by the SGA President
 - Be Approved by the Advisor(s) and Vice-Chancellor for EMSS
 - Follow university financial policies
 - Be submitted no less than 30 days prior to the event

Section 3: Transparency

- Financial reports shall be made available to the Senate upon request.

Article VIII: Programs and Events

Section 1: Event Planning

- All event proposals must be submitted **at least fourteen (14) days in advance** to the SGA President and/or designated advisor.
- Each proposal must include:
 - Event title and description
 - Purpose and intended outcomes
 - Budget and funding source
 - Target audience

- Marketing and outreach plan
- No event shall be executed without proper university approval and adherence to institutional policies.

Section 2: Programming Priorities

The Student Government Association shall prioritize programming that enhances the **academic, professional, and personal development** of students. These include, but are not limited to:

- Career Placement Initiatives
- Professional Development Workshops
- Leadership Development Programs
- Community Engagement and Service Projects
- Student Wellness and Mental Health Initiatives
- Cultural, Social, and Civic Engagement Programming

Section 3: Collaborative Programming

- SGA shall partner with student organizations, academic departments, and external stakeholders to co-sponsor programs that align with SGA priorities.
- Collaborative programming is encouraged to maximize resources, increase student engagement, and broaden impact.

Section 4: Event Accountability and Reporting

- The Activities Coordinator shall maintain a **comprehensive calendar of events**.
- A post-event report must be submitted within **five (5) business days** after each program, including:
 - Attendance numbers
 - Budget summary
 - Outcomes and impact assessment
 - Recommendations for future improvement

Article IX: Code of Conduct

Section 1: Expectations

All SGA members must:

- Uphold the Constitution and By-Laws
- Maintain professionalism
- Represent the University positively

Section 2: Violations

Violations include:

- Negligence of duties
- Misuse of funds
- Misconduct and/or disciplinary action cases

Section 3: Disciplinary Actions

- Written Warning
- Suspension
- Impeachment (per Constitution)

Article X: Records and Documentation

Section 1: Record Keeping

- The Chief of Staff shall maintain:
 - Meeting minutes
 - Attendance logs
 - Official documents

The Vice-Chancellor for Enrollment Management & Student Success along with the SGA and Royal Court Advisor(s) has the right to request meeting minutes at any time.

Section 2: Public Access

- Non-confidential records shall be available to students upon request.

Article XI: Transition and Training

Section 1: Transition

- Outgoing officers must:
 - Provide transition documents

- Train incoming officers

Section 2: Training

- All elected officials must attend:
 - Leadership training
 - SGA orientation
 - SGA Banquet & Swearing in Ceremony
 - Presidential Inauguration

Article XII: Amendments to By-Laws

- By-Laws may be amended by a **simple majority vote** of the Student Senate.
- Amendments must be:
 - Submitted in writing
 - Read at one meeting prior to voting

The Vice Chancellor of EMSS has the right to veto any amendments to the SGA Constitution and Bylaws if deemed unconstitutional or infringes upon university policies.