

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE I
FORMAT FOR THE SGA CODE OF LAWS

Chapter 100 Purpose and Content of the SGA Code of Laws

Chapter 100.1 The SGA Code of Laws shall serve as the official by-laws of the Student Government Association.

Chapter 100.2 Resolutions or Bills of one time financial appropriations shall not be codified in the SGA Code of Laws.

Chapter 101 Jurisdiction over the SGA Code of Laws

Chapter 101.1 Amendments to Titles IV and VI approved by the Student Judicial Board will be recorded in the Code of Laws, but must be read before and approved by the Senate by a two-thirds majority vote.

Chapter 101.2 Amendments to Title III will be recorded in the Code of Laws upon passage of appropriate legislation by the Senate.

Chapter 101.3 The Executive Council and the Senate shall share joint jurisdiction over Titles I, II, V, VI, VII, VIII, and IX.

Chapter 101.3.1 Amendments to these titles may be made by legislation from the Senate. Such legislation shall be subject to a presidential veto.

Chapter 101.3.2 Amendments to these titles may also be made by the Executive Council but must be read before and approved by the Senate by a majority vote.

Chapter 101.4 If there is a dispute between the Executive Council and the Senate over an amendment to the Code of Laws, either party may bring that dispute to the Student Judicial Board. The Student Judicial Board shall issue a final ruling over the disputed amendment.

Chapter 102 Format for the SGA Code of Laws

Chapter 102.1 The following system shall be the numerical format of the SGA Code of Laws.

Chapter 102.2 There shall be twelve titles. Each title shall contain related topics with chapters numerically designated as follows:

Title I, Chapters 100-199 – Format for The Code of Laws
Title II, Chapters 200-299 – Executive Branch
Title III, Chapters 300-399 – Legislative Branch
Title IV, Chapters 400-499 – Judicial Branch
Title V, Chapters 500-599 – Executive Cabinet
Title VI, Chapters 600-699 – Finance Law
Title VII, Chapters 700-799 – Election Law
Title VIII, Chapters 800-899 – SGA Awards and Designations
Title IX, Chapters 900-999 – First Year Council
Title X, Chapters 1000-1099 – Ethics Law
Title XI, Chapters 1100-1199 – Office of Homecoming
Title XII, Chapter 1200-1299 – Sustainability Program

Chapter 102.3 Each chapter of the SGA Code of Laws shall have a title designating the subject of that chapter. A chapter may also contain a brief description of its contents.

Chapter 102.4 Each chapter shall be subdivided by decimal arrangement. For instance, Chapter 199 may also be divided into sections as 199.1, 199.2, 199.3, etc. Each section may also be subdivided by decimal arrangement as necessary.

Chapter 103 Codification of the SGA Code of Laws

Chapter 103.1 Codification of Enacted Legislation

Chapter 103.1.1 If a Senate bill becomes enacted according to the provisions of the SGA Constitution, it shall be codified in the SGA Code of Laws with strict compliance to the intent and wording of the bill.

Chapter 103.1.2 Enacted legislation which specifically dictates the wording of a numeric entry of the SGA Code of Laws shall have the exact wording inserted in the specified reference.

Chapter 104 Amendments to the SGA Code of Laws

Chapter 104.1 Unless otherwise noted, no portion of the SGA Code of Laws shall be amended without a two-thirds vote of the Senate.

Chapter 104.2 Legislation that changes the intent or wording of any portion of the SGA Code of Laws shall constitute an amendment.

Chapter 104.3 Editing the SGA Code of Laws

Chapter 104.3.1 Numerical reorganization of statutes within the SGA Code of Laws may be made by the Attorney General.

Chapter 104.3.2 Grammatical corrections that do not change the intent of a statute may be made at the discretion of the Secretary of the Senate.

Chapter 105 Suspension of the Code of Laws

Chapter 105.1 No statute or portion of the SGA Code of Laws may be temporarily suspended unless that statute or portion makes provision for its own suspension.

Chapter 106 Public Access to the Code of Laws and Constitution

Chapter 106.1 An updated copy of the SGA Code of Laws and Constitution shall be kept in the SGA office for public access.

Chapter 106.2 An updated copy of the SGA Code of Laws and Constitution shall be kept online at the official SGA web site, <http://www.sga.ua.edu>

Chapter 107 The Documentation and Securitization of Acts of Senate, Bills of Law, And Constitutional Amendments

Chapter 107.1 Acts of Senate

Chapter 107.1.1 All Acts of the Senate passed by the Senate shall be delivered by the Secretary of the Senate to the SGA President and any other parties named in the Act for distribution of copies within four full class days of said passage.

Chapter 107.1.2 After signing or vetoing an Act of Senate, the SGA President shall have a digital copy, with all of the required official signatures, disseminated to the Speaker of the Senate, The Chief Justice of the Judicial Board, the Executive Secretary, the Attorney General, and any other appropriate officers

or position holders within SGA.

Chapter 107.2 Bills of Law

Chapter 107.2.1 All Bills of Law passed by the Senate shall be delivered by the Secretary of the Senate to the SGA President and any other parties named in the Act for distribution of copies within four full class days of said passage.

Chapter 107.2.2 After signing or vetoing a Bill of Law, the SGA President shall have digital copy, with all of the required official signatures, disseminated to the Speaker of the Senate, The Chief Justice of the Judicial Board, the Executive Secretary, the Attorney General, and any other appropriate officers or position holders within SGA.

Chapter 107.2.3 For a presidential signed Bill of Law that amends the SGA Code of Laws, the Attorney General shall update the SGA Code of Laws to include the amendments. After updating the Code of Laws, the Attorney General shall send a copy of the SGA Code of Laws to the Secretary of the Senate.

Chapter 107.2.4 The Secretary of the Senate shall review the new edition of the SGA Code of Laws. If the Secretary of the Senate finds no discrepancies between the new edition of the SGA Code of Laws and the recently passed amendments, then the Secretary of the Senate shall certify that the new edition of the SGA Code of Laws reflects all recently passed and signed amendments. Both the Secretary of the Senate and the Attorney General shall digitally sign and date the SGA Code of Laws.

Chapter 107.2.5 After placing a digital signature and date on the SGA Code of Laws, the Attorney General shall distribute the new edition of the SGA Code of Laws to the Executive Council, the Senate, and the Judicial Board. The most recent edition of the SGA Code of Laws shall be made available on the SGA website.

Chapter 107.3 Constitutional Amendments

Chapter 107.3.1 All Amendments passed by the Senate shall be delivered to the Student Elections Board and the SGA President

Chapter 107.3.2 The SGA Constitution shall dictate the publication for proposed SGA amendments.

Chapter 107.3.3 The Attorney General shall update the SGA Constitution to include the ratified SGA amendments. After updating the SGA Constitution, the Attorney General shall send a copy of the SGA Constitution to the Student Elections Board.

Chapter 107.3.4 The Student Elections Board shall receive the new edition of the SGA Constitution. If the Student Elections Board finds no discrepancies between the new edition of the SGA Constitution and the recently passed constitutional amendments, then the Student Elections Board shall certify that the new edition of the SGA Constitution reflects all recently passed constitutional amendments. Both the Student Elections Board and the Attorney General shall digitally sign and date the SGA Constitution.

Chapter 107.3.5 The Student Elections Board shall maintain a permanent record on the outcome of referendum on constitutional amendments.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE II
EXECUTIVE BRANCH

Chapter 200 General Procedures for Executive Officers

Chapter 200.1 The Executive Council

Chapter 200.1.1 The Executive Council shall consist of all elected officers and the Chief of Staff.

Chapter 200.1.2 The Executive Council shall enforce the SGA Constitution, legislation of the Senate, and decisions of the Student Judicial Board.

Chapter 200.1.3 The Executive Council shall select the committee chairs for all executive committees and submit these selections to the Senate.

Chapter 200.1.4 The Executive Council shall nominate any replacements that need to be made of SGA executive officers and submit these nominations to the Senate.

Chapter 200.1.5 The Executive Council shall delegate duties to any officer in accordance with that officer's legally defined responsibilities.

Chapter 200.1.6 The Executive Council shall meet regularly with a $\frac{3}{4}$ quorum.

Chapter 200.1.7 The Executive Council shall propose legislation to the Student Senate with the support of three-fourths of the Council's membership.

Chapter 200.2 Vacancies

Chapter 200.2.1 The Executive Council shall nominate a qualified candidate to fill any vacant office, as per the SGA Constitution, Articles III and IV.

Chapter 200.2.2 Any Executive Council vacancy occurring during an academic year shall be filled within two full weeks, Monday through Sunday, of that vacancy.

Chapter 200.3 Office Hours

Chapter 200.3.1 The following shall each serve a minimum of 10 office hours per week:

President, Executive Vice President, Vice Presidents, Chief of Staff, and Executive Secretary. Office hours not made during a week may be completed during the proceeding week in addition to regularly assigned hours. Office hours that are not completed within 2 weeks of original assignment are then subject to penalization.

Chapter 200.3.2 The following shall each serve a minimum of 5 office hours per week:

All executive appointments that serve on the Executive Council shall each serve a minimum of 5 office hours per week. This includes but is not limited to Attorney General, Treasurer, Legislative Secretary, Director of Engagement, Director of Communication, Chief Administrative Officer, and Administrative Assistants. Office hours not made during a week may be completed during the proceeding week in addition to regular assigned hours. Office hours that are not completed within 2 weeks of original assignment are then subject to penalization.

Chapter 200.3.3 Office hours must be held in the SGA office or be official SGA business.

Chapter 200.3.4 Office hours will be kept on public record, and will be maintained regularly on the SGA website, by the Executive Secretary.

Chapter 200.3.5 No salary shall be authorized for an officer who has not met his or her minimum office hours.

Chapter 200.4 Salaries

Chapter 200.4.1 Any SGA officer who receives a salary or other type of funding from the SGA must have specific duties defined by either the *SGA Constitution* or the *Code of Laws*.

Chapter 201 Executive Council Officials

Chapter 201.1 The President

Chapter 201.1.1 The President shall lead the SGA in achieving the objectives of the Constitution.

Chapter 201.1.2 The President shall chair the Executive Council and schedule its meetings.

Chapter 201.1.3 The President shall appoint the Chief of Staff.

Chapter 201.1.4 The President shall propose legislation to the Student Senate.

Chapter 201.1.5 The President shall notify the Senate in writing of vacancies in the executive branch.

Chapter 201.1.6 The President shall call special sessions of the Senate when necessary.

Chapter 201.1.7 The President shall appoint officials responsible to the President.

Chapter 201.1.8 The President shall serve as an ex-officio member of all executive committees.

Chapter 201.1.9 The President shall, at the beginning of each semester, deliver an address to the Senate concerning the state of the school and of the student body, and to propose the Executive branch's legislative platform for that semester.

Chapter 201.1.10 The President shall exercise veto power in the following manner:

Chapter 201.1.10.1 A bill or act passed by the Student Senate may be vetoed in its entirety within five academic days of his or her receipt of the bill or resolution. Failure to veto legislation within five academic days will result in its passage.

Chapter 201.1.10.2 The President shall present a written explanation to the Secretary of the Student Senate when a bill or act has been vetoed. This written explanation shall then be presented at the first Senate session held after the veto has been made.

Chapter 201.1.11 The President shall serve as chief liaison between the SGA and any other organization.

Chapter 201.1.12 The President shall serve as student representative to the Board of Trustees or shall ensure that the Executive Vice President can serve in the President's stead.

Chapter 201.1.13 The President shall appoint the Chief of Staff during the period between SGA elections and the inauguration, with appointments to be confirmed at the first meeting of the new term of the SGA Senate.

Chapter 201.2 The Executive Vice President

Chapter 201.2.1 The Executive Vice President shall assume the office of President if the President is unable to fulfill the duties of that office.

Chapter 201.2.2 The Executive Vice President shall serve as liaison between the Student Senate, First Year Council, and the Faculty Senate.

Chapter 201.2.3 The Executive Vice President shall appoint a temporary Parliamentarian of the Senate at the beginning of each term to serve until the Speaker of the Senate has been elected.

Chapter 201.2.3.1 The Senate can deny the appointment of temporary Parliamentarian of the Senate by a majority vote, fifty percent plus one vote of the senators.

Chapter 201.3 The Vice President of Academic Affairs

Chapter 201.3.1 The Vice President of Academic Affairs shall propose and execute policies of the SGA in such areas as academic programs, curriculum, student-faculty relations, instructional support, registration, advising, tutorial programs, exam schedules, new student concerns, and student problems and opinions, as well as any other appropriate areas.

Chapter 201.3.2 The Vice President of Academic Affairs shall establish and oversee appropriate committees.

Chapter 201.3.3 The Vice President of Academic Affairs shall perform other duties assigned by the Executive Council.

Chapter 201.4 The Vice President of External Affairs

Chapter 201.4.1 The Vice President of External Affairs shall propose and execute policies of the SGA in such areas as student concerns and issues in the Alabama Legislature, Tuscaloosa City Council, alumni organizations, national organizations, and other colleges and universities, as well as any other appropriate areas.

Chapter 201.4.2 The Vice President of External Affairs shall establish and oversee appropriate committees.

Chapter 201.4.3 The Vice President of External Affairs shall serve as liaison between the SGA and the National Alumni Association.

Chapter 201.4.4 The Vice President of External Affairs shall perform other duties assigned by the Executive Council.

Chapter 201.5 The Vice President of Financial Affairs

Chapter 201.5.1 The Vice President of Financial Affairs shall propose and execute policies of the SGA in such areas as financial aid (student loans, scholarships, employment, work study programs, insurance), tuition, and SGA expenses, as well as any other appropriate areas.

Chapter 201.5.2 The Vice President of Financial Affairs shall establish and oversee appropriate committees.

Chapter 201.5.3 The Vice President of Financial Affairs shall nominate the Treasurer and submit the nomination to the Executive Council.

Chapter 201.5.4 The Vice President of Financial Affairs shall establish and chair the Financial Affairs Committee (FAC).

Chapter 201.5.5 The Vice President of Financial Affairs shall oversee all transactions of funds drawn from the SGA budget and shall update monthly an SGA budget (including departmental and overall totals) to be posted online on the SGA website.

Chapter 201.5.6 The Vice President of Financial Affairs shall collect and disburse funds of the SGA.

Chapter 201.5.6.1 A permanent, public record shall describe the collection and disbursement of SGA funds.

Chapter 201.5.6.2 The record must include precise descriptions of the purpose, amount, and recipient of each expenditure.

Chapter 201.5.6.3 The record shall be published monthly on the SGA website.

Chapter 201.5.7 The Vice President of Financial Affairs shall aid SGA committees in preparing FAC budgetary requests.

Chapter 201.5.8 The Vice President of Financial Affairs shall advise the Treasurer.

Chapter 201.5.9 The Vice President of Financial Affairs shall perform other duties assigned by the Executive Council.

Chapter 201.5.10 The Vice President of Financial Affairs shall have oversight of the SGA Scholarship Fund and at his or her discretion, the committee assigned to the maintenance and distribution of these funds.

Chapter 201.6 The Vice President of Student Affairs

Chapter 201.6.1 The Vice President of Student Affairs shall propose and execute policies of the SGA in such areas as social policies, recreation and entertainment, athletic events, Homecoming, spirit events, and other special campus events, as well as any other appropriate areas.

Chapter 201.6.2 The Vice President of Student Affairs shall establish and oversee appropriate committees.

Chapter 201.6.3 The Vice President of Student Affairs shall perform other duties assigned by the Executive Council.

Chapter 201.6.4 The Vice President of Student Affairs shall instruct the Vice President-elect of Student Affairs before leaving office.

Chapter 201.7 The Executive Secretary

Chapter 201.7.1 The Executive Secretary shall maintain a permanent, public record of all executive business, including Executive Council meetings.

Chapter 201.7.2 Failure to make any relevant updates of amendments to the Code of Laws and Constitution within 14 calendar days shall be grounds for any student to file for impeachment.

Chapter 201.7.3 The Executive Secretary shall be the SGA's historian.

Chapter 201.7.4 The Executive Secretary shall record the office hours served by SGA executive officers and weekly post those hours on the SGA website.

Chapter 201.7.5 The Executive Secretary shall perform other duties assigned by the President or the Executive Council.

Chapter 201.8 The Chief of Staff

Chapter 201.8.1 The Chief of Staff shall be the administrative officer for the other executive offices.

Chapter 201.8.2 The Chief of Staff shall advise the other executive officers and recommend creation of executive committees.

Chapter 201.8.3 The Chief of Staff shall advertise and recruit students to the SGA.

Chapter 201.8.4 The Chief of Staff shall prepare and distribute SGA information packets to new students, including general SGA information, committee opportunities, and election information.

Chapter 201.8.5 The Chief of Staff shall perform other duties assigned by the President or Executive Council.

Chapter 202 Appointed Officers

Chapter 202.1 SGA Webmaster

Chapter 202.1.1 Qualifications

Chapter 202.1.1.1 The SGA Webmaster shall be a student at the University of Alabama who has clearly demonstrated an affinity for web programming and webpage management.

Chapter 202.1.1.2 The SGA Webmaster must have completed at least six (6) hours of classes carrying the designation "CS," at least three of which must include CS 202.

Chapter 202.1.2 The SGA Webmaster shall be selected by the Executive Council and approved by the Senate.

Chapter 202.1.3 Duties and Restrictions

Chapter 202.1.3.1 The SGA Webmaster shall weekly update the entire SGA website, and as deemed necessary by SGA Executive officers, to include (but not limited to):

Chapter 202.1.3.1.1 An events calendar

Chapter 202.1.3.1.2 New and current executive committee reports.

Chapter 202.1.3.1.3 New and current legislation.

Chapter 202.1.3.1.4 Any other new or updated information, as deemed necessary by the SGA Executive Council.

Chapter 202.1.3.1.5 Any other requirements for the SGA website as is now or shall be future specified in the SGA *Code of Laws*.

Chapter 202.1.3.2 The SGA Webmaster shall serve five office hours per week

Chapter 202.1.3.3 The SGA Webmaster shall assist in publishing information about the SGA site.

Chapter 202.1.3.4 The SGA Webmaster shall perform any other Internet-related duties assigned by the Executive Council.

Chapter 202.1.4 Oversight

Chapter 202.1.4.1 The SGA Webmaster shall report to the Executive Secretary

Chapter 202.1.4.2 The SGA Webmaster may be removed by a majority vote of the Executive Council.

Chapter 202.1.5 Salary

Chapter 202.1.5.1 The SGA Webmaster's salary shall be determined by the SGA Executive Council and ratified by the Senate.

Chapter 202.2 Director of Media Relations

Chapter 202.2.1 The Director of Media Relations shall consult and advise the executive council and the SGA as a whole on communication strategies and assist when

necessary.

Chapter 202.2.2 The Director of Media Relations shall be responsible for the submission of a bi-weekly press release that will include a synopsis of activities in the Legislative, Executive, and Judicial branches of the Student Government Association. This press release must be sent to all of the student media publications within the University of Alabama. The Director of Media Relations shall also be responsible for necessary speeches made on behalf of the Student Government Association of the University of Alabama.

Chapter 202.2.3 The Director of Media Relations shall prepare information on key projects or policy for key public audiences.

Chapter 202.2.4 The Director of Media Relations shall proactively manage issues that have the potential to generate negative media coverage and reactively manage issues that have already generated negative coverage.

Chapter 202.2.5 The Director of Media Relations shall work closely with local newspapers, radio stations, television stations, campus and community organizations for SGA publicity and coverage.

Chapter 202.2.6 The Director of Media Relations shall oversee the Public Relations Committee as chairperson and coordinate activities concerning public relations and media issues for the Information Sciences Committee.

Chapter 202.2.7 The Director of Media Relations will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.2.8 The Director of Media Relations will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.2.9 The Director of Media Relations shall notify the student body of SGA activities and events through on-campus and other local media outlets.

Chapter 202.3 Treasurer

Chapter 202.3.1 The Treasurer shall be selected in accordance with the procedures outlined in the SGA Constitution.

Chapter 202.3.2 The Treasurer shall organize and file all paperwork that comes through the financial affairs office.

Chapter 202.3.3 The Treasurer shall assist in processing all paperwork including, but not limited to, Departmental Transfer Authorizations, Miscellaneous Disbursement Vouchers, Personal Action Forms, and Daily Cash Transmittals.

Chapter 202.3.4 The Treasurer shall act as secretary and take notes of, and record all happenings at FAC meeting including keeping minutes of the meetings.

Chapter 202.3.5 The Treasurer shall appear and speak on behalf of the Vice President of Financial Affairs in his/her absence and shall become Vice President of Financial Affairs upon any vacancy of the office without going through the procedure outlined in the SGA Constitution.

Chapter 202.3.6 The Treasurer shall assist in the planning and execution of fund raising events.

Chapter 202.3.7 The Treasurer shall receive a salary determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.4 Director of Communications

Chapter 202.4.1 The Director of Communications shall communicate information about the events, projects, and policy changes of SGA officers and Senators to the entire student body.

Chapter 202.4.2 The Director of Communications shall be responsible for developing innovative methods of communication, including (but not limited to) social media networking, direct contact with student organizations, and visual advertisements.

Chapter 202.4.3 The Director of Communications will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.4.4 The Director of Communications will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.5 Attorney General

Chapter 202.5.1 The Attorney General shall be responsible for the upkeep of the *SGA Constitution* and *Code of Laws*.

Chapter 202.5.2 The Attorney General shall be responsible for writing Executive Orders for the SGA President when necessary.

Chapter 202.5.3 The Attorney General shall clearly communicate the duties of office to SGA officials, advise the Executive Council on lawful procedure, and hold SGA officials accountable to the requirements outlined in the *Code of Laws*.

Chapter 202.5.4 The Attorney General will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.5.5 The Attorney General shall be selected in accordance with the procedure outlined in the *SGA Constitution*.

Chapter 202.5.6 At times the Attorney General can be called before the Senate to discuss Acts, Bills, and Resolutions as they relate to the *SGA Constitution* and *Code of Laws*.

Chapter 202.6 Executive Advisor to the President

Chapter 202.6.1 The Executive Advisor shall advise the President on all executive matters.

Chapter 202.6.2 The Executive Advisor shall be responsible for maintaining contact with the student body in order to accurately relay the opinions, ideas, and desires of students.

Chapter 202.6.3 The Executive Advisor will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.6.4 The Executive Advisor will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.7 Deputy Chief of Staff

Chapter 202.7.1 The Deputy Chief of Staff shall assist the Chief of Staff in all duties of office.

Chapter 202.7.2 The Deputy Chief of Staff will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.7.3 The Deputy Chief of Staff will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.8 Chief Implementation Officer

Chapter 202.8.1 The Chief Implementation Officer shall oversee any Presidential projects and initiatives.

Chapter 202.8.2 The Chief Implementation Officer shall aid and oversee Executive Council projects at the discretion of the SGA President

Chapter 202.8.5 The Chief Implementation Officer will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.8.6 The Chief Implementation Officer will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.9 Director of Engagement

Chapter 202.9.1 The Director of Engagement shall ensure that talented, diverse, and dynamic students are part of the Student Government Association.

Chapter 202.9.2 The Director of Engagement shall be responsible for maintaining contact with a diverse group of student organizations.

Chapter 202.9.3 The Director of Engagement will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.9.4 The Director of Engagement will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.10 Chief Administrative Officer

Chapter 202.10.1 Chief Administrative Officer shall oversee SGA directors and committee members.

Chapter 202.10.2 The Chief Administrative Officer shall be responsible for overseeing the selection process of SGA directors and committee members

Chapter 202.10.3 The Chief Administrative Officer shall be responsible recording the office hours of SGA Directors

Chapter 202.10.4 The Chief Administrative Officer will receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 202.10.5 The Chief Administrative Officer will be selected by the SGA Executive Council and shall be confirmed by the SGA Senate.

Chapter 202.11 Director of First Year Council

Chapter 202.11.1 The Director of First Year Council shall be selected by the Executive Council and confirmed by the Senate.

Chapter 202.11.2 The Director of First Year Council shall chair the First Year Council Selections committee.

Chapter 202.11.3 If the Executive Vice President is unable to fulfill his/her duties, the Director of First Year Council shall preside over First Year Council prior to the election of the Speaker of First Year Council.

Chapter 202.11.4 The Director of First Year Council shall be responsible for programming for First Year Council.

Chapter 202.11.5 The Director of First Year Council shall coordinate with the Legislative Director of First Year Council to facilitate the legislative process within First Year Council.

Chapter 202.11.6 The Director of First Year Council shall coordinate with the Judicial Director of First Year Council to facilitate the judicial process within the First Year Council.

Chapter 202.11.7 The Director of First Year Council shall assist Councilors in the completion of their duties.

Chapter 202.11.8 The Director of First Year Council shall fill vacated seats within the Council pursuant to the guidelines established in the *SGA Constitution*.

Chapter 202.11.9 The Director of First Year Council shall manage executive branch interactions within First Year Council.

Chapter 202.12 Director of Programming and Advancement

Chapter 202.12.1 The Director of Programming and Advancement shall be selected by the Executive Council and confirmed by the Senate.

Chapter 202.12.2 The Director of Programming and Advancement shall be responsible for organizing all special projects and events that emanate from the SGA.

Chapter 202.12.3 The Director of Programming and Advancement shall, from time to time, host events for the purpose of raising fiduciary support for the SGA scholarship fund.

Chapter 202.12.4 The Director of Programming and Advancement will serve as liaison for any events hosted in conjunction with other on-campus organizations.

Chapter 202.12.5 The Director of Programming and Advancement will report directly to the Chief Administrative Officer.

Chapter 202.12.6 The Director of Programming and Advancement shall receive compensation for the performance of his or her duties, whose amount shall be at the discretion of the Senate as authorized in Article III, Section 7, subsection G of the SGA Constitution.

Chapter 202.13 Chief Legislative Officer

Chapter 202.13.1 The Chief Legislative Officer shall be selected by the Executive Council and confirmed by the Senate.

Chapter 202.13.2 The Chief Legislative Officer shall be responsible for advising the Executive Council and the Executive Cabinet on all SGA matters.

Chapter 202.13.3 The Chief Legislative Officer shall assist the members of the Executive Council in drafting legislation for the Senate necessary to execute the day-to-day operations within the Executive Branch, and shall serve in any other capacities as requested by members of the Executive Council.

Chapter 202.13.4 The Chief Legislative Officer shall serve as the legislative director for the Executive Cabinet and as the primary liaison between the Executive Branch and the Senate.

Chapter 202.13.5 The Chief Legislative Officer shall directly report to the Executive Council.

Chapter 202.13.6 The Chief Legislative Officer will receive a salary that is determined by the SGA Executive Council and approved by the Senate.

Chapter 202.14 Director of Multicultural Affairs

Chapter 202.14.1 The Director of Multicultural Affairs shall be selected by the Executive Council and confirmed by the Senate

Chapter 202.14.2 The Director of Multicultural Affairs shall be responsible for promoting a safe and welcoming environment on campus for all students regardless of race, religious beliefs, gender expression, sexual orientation, disabilities, nationality, or language.

Chapter 202.14.3 The Director of Multicultural Affairs shall develop projects and proposals that aim to increase understanding of and collaboration with students with unique backgrounds on campus.

Chapter 202.14.4 The Director of Multicultural Affairs will serve as a primary liaison to minority student organizations.

Chapter 202.14.5 The Director of Multicultural Affairs will, through various events and programs, regularly promote discussions of issues that are important to encouraging diversity, tolerance, and understanding among students on campus.

Chapter 203 The SGA Website

Chapter 203.1 Description and Purpose

Chapter 203.1.1 The purpose of the SGA website is to provide a media through which all branches of the Student Government Association may carry out their mission.

Chapter 203.1.2 The SGA website shall be the Student Government Association's public forum to disseminate information to, and collect feedback from, the student body of the University of Alabama.

Chapter 203.1.3 The SGA website shall be of professional quality and maintained on a regular basis, so as to promote a positive and professional image of the Student Government Association.

Chapter 203.1.4 The SGA website shall serve to be a means of publication of news and other important information for the Student body by the Student Government Association.

Chapter 203.1.5 The SGA website shall serve any other additional purpose(s) as determined by the Executive Council or by legislation passed by the Student Senate, and approved by the SGA President.

Chapter 203.2 Components

Chapter 203.2.1 The SGA website shall be divided coherently into sections that shall delineate material relevant to different parties or posted by different parties, including, but not limited to:

Chapter 203.2.1.1 A section for the use of each member of the Executive Council of the SGA, for the necessary discharge of his/her duties as he/she sees fit, subject to approval of the Executive Council.

Chapter 203.2.1.2 A section for the use of members of the Student Senate for the necessary discharge of his/her duties as he/she sees fit, or for the use of the Student Senate collectively, subject to approval of the Executive Vice President.

Chapter 203.2.1.3 A section for the use of the Judicial Branch of the SGA, for the necessary discharge of its duties as it sees fit, subject to approval of the Executive Council.

Chapter 203.3 Maintenance and Oversight

Chapter 203.3.1 The SGA website shall be maintained by the SGA Webmaster as outlined in Chapter 202.1.3, Student Government Association *Code of Laws*.

Chapter 203.3.2 The SGA website shall be overseen by the Executive Council, and specifically the Executive Secretary.

Chapter 203.4 Online Applications and Forms

Chapter 203.4.1 The SGA website shall provide access to SGA application forms.

Applications include; SGA Committee applications, SGA Committee Chair applications, FAC funding applications, parking appeal applications, and any other applications deemed appropriate.

Chapter 203.4.2 The SGA website shall provide all applicable instructions for each forms' usage, including applicable fees, deadlines, and/or other requirements.

Chapter 203.4.3 The SGA website shall provide an online form allowing the submission of student ideas and concerns to the Student Senate and SGA Executive Council.

Chapter 203.4.3.1 Such forms submitted electronically (or in writing from a printed online form) to the Student Senate shall be forwarded to the Executive Vice President for dissemination to the appropriate Senator or Student Senate Committee, for review.

Chapter 203.4.3.2 Such forms submitted electronically (or in writing from a printed online form) to the SGA Executive Council shall be forwarded to the Executive Secretary for dissemination to the appropriate Vice President, for review.

Chapter 203.5 Use and Accessibility

Chapter 203.5.1 The SGA website shall be made public, and shall be available for use and modification by any member of the SGA Executive Council, Student Senate, Judicial Board, or SGA Executive Cabinet, (subject to review by the executive officer presiding over each cabinet).

Chapter 203.5.2 The SGA website shall be accessible to and available for use by all members of the Student Government Association as defined in Article Two, Section One, of the Student Government Association Constitution.

Chapter 203.5.3 The SGA website shall be accessible to the general public as evidence of the ongoing work of the Student Government Association.

Chapter 204 Procedure for Violations of Duties of Office

Chapter 204.1 In the event that a paid executive officer fails to complete any duty of office, the Executive Secretary is responsible for notifying the Attorney General.

Chapter 204.1.1 The Attorney General shall then notify the individual in question that his or her monthly payment will be halted unless the individual in question completes his or her duties.

Chapter 204.2 In the event that an unpaid executive branch member fails to complete any duty of office the member is subject to removal from office.

Chapter 204.2.1 Removal from office is left to the discretion of the SGA President or respective cabinet head.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE III
LEGISLATIVE BRANCH

Chapter 301 Powers and Duties of the Student Senate

Chapter 301.1 The Senate shall develop and pass legislation on behalf of the UA student body.

Chapter 301.2 The Senate shall ratify FAC recommendations.

Chapter 301.3 The Senate shall confirm Executive Council appointments

Chapter 301.4 The Senate shall be governed by *The Senate Rules and Regulations*

Chapter 301.5 The Senate shall establish the executive pay scale.

Chapter 301.6 The Senate shall create lower courts at the request of the Student Judicial Board.

Chapter 301.7 The Senate shall participate in the impeachment process as per the SGA Constitution, Article VII.

Chapter 301.8 The Senate shall have oversight of the SGA Budget.

Chapter 302 Duties of Senators

Chapter 302.1 Senators shall address all concerns of the student body of the University of Alabama.

Chapter 302.2 Senators shall make themselves accessible and accountable to their constituents.

Chapter 302.3 Attendance

Chapter 302.3.1 A Senator who must be absent from a Senate meeting for any reason must notify the Secretary of the Senate, in writing, at least twenty-four hours prior to the convening of the next Senate meeting.

Chapter 302.3.2 If the reason for the Senator's absence is due to their being present at an event representing the University of Alabama or the Student Government Association in an official capacity (e.g. conferences, awards banquets) shall be deemed an excused absence.

Chapter 302.3.3 If the reason for the Senator's absence is any other reason, it shall be deemed an unexcused absence.

Chapter 302.3.4 A Senator shall resign if any conflict causes him or her to be unable to attend regular business meetings of the Senate.

Chapter 302.4 Office Hours

Chapter 302.4.1 Each Senator is obligated to perform two office hours per week for every academic week in which the Senate has convened.

Chapter 302.4.2 The Speaker of the Senate and the Secretary of the Senate shall be obligated to perform three office hours per week for every academic week in which the Senate has convened.

Chapter 302.4.3 Senators may contribute time spent as any committee meeting, including the meetings of the Financial Affairs Committee, towards the fulfillment of office hours, so long as the time spent in those meetings has been documented.

Chapter 302.4.4 After every four weeks in which the Senate has met, the Secretary of the

Senate shall tally the total number of hours completed by each Senator performed during that month.

Chapter 302.4.5 If the average number of office hours is less than two hours per week for Senators or three hours for the officers stated in Chapter 302.4, then the offending Senator shall accrue one unexcused absence.

Chapter 302.5 Miscellaneous Meetings

Chapter 302.5.1 Senators are required to attend any Senate retreats or workshops, unless a conflict arises due to another engagement in which they officially represent the University of Alabama or the Student Government Association.

Chapter 302.5.2 Failure to notify the Secretary of the Senate of their inability to attend scheduled Senate retreats or scheduled Senate workshops shall result in the accrual of one unexcused absence.

Chapter 302.6 Disciplinary Action

Chapter 302.6.1 Each Senator shall, upon their being seated, be allowed three excused absences and two unexcused absences.

Chapter 302.6.2 If a Senator has used all three excused absences allotted, then all additional absences, regardless of reason, shall be counted as unexcused absences.

Chapter 302.6.3 Upon the accrual of the third unexcused absence, the Committee of the Whole shall consider a resolution calling for the offending Senator's removal. Such removal shall occur by a three-fifths vote in the affirmative of all sworn members.

Chapter 302.6.4 Upon the accrual of the fourth unexcused absence, the Senator is automatically removed from office.

Chapter 302.6.5 If a committee chair has accumulated two unexcused absences, then the Committee on Oversight shall draft a resolution declaring the chair vacant, and shall be considered adopted upon the vote of a majority of all duly-sworn Senators. Upon passage, the offending Senator shall not be eligible to serve as a committee chair for the remainder of their term in office.

Chapter 303 Officers of the Senate

Chapter 303.1 The Executive Vice President shall serve as the ceremonial leader of the Senate and carryout the duties outlined in Article III, Section 5, Subsection A of the *SGA Constitution*.

Chapter 303.2 The Speaker of the Senate

Chapter 303.2.1 The Speaker of the Senate shall be a Senator that is chosen from within the membership of the Senate by a majority vote.

Chapter 303.2.2 The Speaker of the Senate shall receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 303.2.3 The Speaker of the Senate shall not be forced to give up any rights that he or she has gained as a Senator. The Speaker of the Senate retains the right to vote on business that comes before the Senate floor.

Chapter 303.3 Speaker Pro Tempore

Chapter 303.3.1 The Speaker Pro Tempore shall preside over the Senate at the direction of the Speaker or in his or her absence.

Chapter 303.3.2 The Speaker Pro Tempore may be any duly-sworn member of the Senate

Chapter 303.3.3 The Speaker Pro Tempore shall be nominated by the speaker and confirmed by a majority (fifty percent plus one) vote of all duly-sworn Senators. Votes made by proxies shall not be counted.

Chapter 303.4 The Parliamentarian of the Senate

Chapter 303.4.1 The Parliamentarian of the Senate shall be a non-Senator appointed by the Speaker of the Senate and confirmed by the Senate, and shall advise the Senate on matters of parliamentary procedure.

Chapter 303.4.2 The Speaker of the Senate may, at his or her discretion, replace the Parliamentarian.

Chapter 303.4.3 The Parliamentarian shall immediately resign if he has a conflict which prevents him from attending regular Senate business meetings.

Chapter 303.5 The Secretary of the Senate

Chapter 303.5.1 The Secretary of the Senate shall be a Senator that is chosen from within the membership of the Senate by a majority vote of the Senate.

Chapter 303.5.2 The Secretary of the Senate shall be responsible for making available the voting, office hours, and attendance records of the Senators.

Chapter 303.5.3 The Secretary of the Senate shall not have the authority to amend legislation that the SGA President has signed.

Chapter 303.5.4 The Secretary of the Senate shall receive a salary that is determined by the SGA Executive Council and approved by the SGA Senate.

Chapter 303.5.5 The Secretary of the Senate shall not be forced to give up any rights that he or she has gained as a Senator. The Secretary of the Senate retains the right to vote on business that comes before the Senate floor.

Chapter 303.6 The Senate may create any other Senate officer positions as it sees fit.

Chapter 303.7 The election of the Speaker of the Senate and Secretary of the Senate as well as the Senate approval of the President Pro Tempore of the Senate may not be conducted by ballot. As it pertains to these elections or approvals, the Senate may only utilize voting by roll call.

Chapter 303.8 The Speaker of the Senate hereby is granted the authority to appoint a Senate Chief of Staff at the start of the legislative year.

Chapter 303.8.1 The primary role of the Senate Chief of Staff will be assisting the Speaker in administrative duties, advising the Speaker on issues, assisting the Senate in passing legislation, ensuring an efficient Senate and acting as a voice for the Speaker.

Chapter 303.8.2 The Senate Chief of Staff is hereby granted permanent nonvoting member rights such as speaking but is barred from making motions.

Chapter 303.8.3 The Senate Chief of Staff will be approved by 2/3 majority vote when appointed and will be subject to removal by vote of the Senate.

Chapter 303.8.4 The Senate Chief of Staff will be required to complete 2 office hours a week.

Chapter 303.8.5 The Senate Chief of Staff is hereby restricted from receiving an SGA salary.

Chapter 304 Allocation of Senate Seats

Chapter 304.1 Senate seats shall be allocated as outlined in Article III, Section 2 of the *SGA Constitution*.

Chapter 304.2 The total number of Senate seats shall be reallocated each year to account for changes in student enrollment.

Chapter 305 Vacancies

Chapter 305.1 Vacancies occurring prior to Homecoming Queen elections will be filled during Homecoming Queen elections, as per the SGA Constitution, Article III.

Chapter 305.2 Vacancies occurring within a month of regular SGA elections shall remain empty.

Chapter 306 Confirmation of Appointees

Chapter 306.1 All persons nominated for office, except directors, shall physically appear before the Student Senate prior to their confirmation for the purposes of examination.

Chapter 306.2 The Chief of Staff shall appear before the Student Senate prior to the confirmation of committee chairs and their members. He or she shall make a written copy of the committee member's names available to all senators at least two hours prior to the Senate's confirmation proceedings.

Chapter 307 Senate Rules and Regulations

Chapter 307.1 The Student Senate shall be governed by and follow the Senate Rules and Regulations.

Chapter 307.2 The Senate Rules and Regulations shall be under the sole jurisdiction of the Student Senate.

Chapter 307.2.1 The Senate Rules and Regulations can be amended, only by the Senate, with the proper legislation and approval of a majority, fifty percent plus one, vote of the Senate.

Chapter 307.2.2 Any legislation that changes the Senate Rules and Regulations shall be taken by the Secretary of the Senate. The Secretary of the Senate will be responsible for the update of the Senate Rules and Regulations.

Chapter 307.3 An updated copy of the Senate Rules and Regulations shall be kept in the SGA Office.

Chapter 307.4 An updated copy of the Senate Rules and Regulations shall be kept online on the official SGA website.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE IV
JUDICIAL BRANCH

Chapter 400 Composition of the Student Judicial Board

Chapter 400.1 Candidates must meet the qualifications stipulated in the SGA Constitution, Article V.

Chapter 400.2 The Justices will elect a Chief Justice.

Chapter 400.3 There may be up to three Student Judicial Board Clerks.

Chapter 401 Duties and Responsibilities of the Chief Justice

Chapter 401.1 The Chief Justice shall preside over the Student Judicial Board.

Chapter 401.2 The Chief Justice shall randomly assign cases and appeals to the Student Misconduct and Parking Appeals Courts (SMPAC).

Chapter 401.3 The Chief Justice shall establish rules of procedure for the SMPAC, including a mandatory attendance policy.

Chapter 401.4 The Chief Justice may appoint panels of inquiry to perform a judicial review of any legislation or executive order whose constitutionality has been formally questioned by way of written petition to the Student Judicial Board.

Chapter 401.4.1 Each panel of inquiry shall consist of six Associate Justices.

Chapter 401.4.1.1 The Chief Justice shall serve as chair of each panel of inquiry.

Chapter 401.4.1.2 The Chief Justice shall vote only in the case of a tie amongst voting members of the panel.

Chapter 401.4.2 A petition to establish a panel of inquiry may be denied by the Chief Justice if a prior panel of inquiry has previously upheld the constitutionality of said legislation or executive order.

Chapter 401.4.2.1 A panel of inquiry must be created if the written petition is signed by a Senator, member of Executive Council, or a member of the Student Judicial Board.

Chapter 401.4.3 A ruling made by a panel of inquiry must be supported by a written concurring opinion of the majority.

Chapter 401.4.3.1 Rulings that invalidate a portion of the Code of Laws, a Senate Resolution, a Senate Act, an Executive Order, or government process shall be reported to the Attorney General to ensure immediate compliance with said ruling.

Chapter 401.5 The Chief Justice shall certify justices and clerks before assigning them duties.

Chapter 401.6 The Chief Justice shall regularly schedule meetings of the SMPAC.

Chapter 401.7 The Chief Justice shall administer the SGA Oath of Office to newly elected or appointed officers.

Chapter 401.7.1 The Oath of Office shall read: "I, (state your name), do solemnly swear to obey the Constitution of the Student Government Association and to faithfully execute the office of (state the office) to the best of my ability, so help me God."

Chapter 401.7.2 The last phrase, stating "so help me, God," is optional to accommodate those of varying religious beliefs.

Chapter 402 Duties and Responsibilities of Presiding Justices

Chapter 402.1 The Presiding Justices of the SMPAC shall preside over each court when it is in session.

Chapter 402.2 The Presiding Justices of the SMPAC shall recommend to the Chief Justice methods for the random assignment of cases and appeals.

Chapter 402.3 The Presiding Justices of the SMPAC shall recommend to the Chief Justice rules of procedure.

Chapter 403 Duties and Responsibilities of Justices

Chapter 403.1 All justices (including the Chief Justice and the Presiding Justices) shall carefully consider and fairly decide all cases and controversies coming before them as members of the Student Judicial Board.

Chapter 403.2 All justices should disqualify themselves from participating in any proceeding in which their impartiality may be compromised in any way.

Chapter 403.3 All justices will also hear appeals from the elections board per Chapter 920.7.2

Chapter 403.4 All justices will also hear appeals from students regarding football ticket penalties. Judicial Board may make changes to the individual's penalty as they see fit according to that student's case.

Chapter 404 Duties and Responsibilities of Clerks

Chapter 404.1 Clerks shall be assigned to administratively process each case or appeal coming before either court in accordance with the rules of procedure in effect for the Student Judicial Board.

Chapter 404.2 One clerk shall be Chief Clerk and the other two shall be Deputy Clerks.

Chapter 405 Attendance and Office Hour Requirements

Chapter 405.1 Attendance

Chapter 405.1.1 All justices and clerks shall make a good faith effort to attend all meetings and events required of them as members of the Judicial Board.

Chapter 405.1.2 If a member of the Judicial Board must be absent from a required meeting or event due to their officially representing the University of Alabama in some other capacity, then the absent member shall notify the Chief Justice of said absences at least twenty-four hours before the absence occurs, detailing the nature of the other engagement. Such an absence shall count as one demerit point.

Chapter 405.1.3 Any justice or clerk who fails to notify the Chief Justice of an absence which falls under the auspices of Chapter 405.1.2, or is absent for another reason shall accrue two demerit points.

Chapter 405.2 Office Hours

Chapter 405.2.1 The Chief Justice shall be required to complete an average of three office hours per week in the SGA office.

Chapter 405.2.2 The Associate Justices shall be required to complete an average of two office hours per week in the SGA office.

Chapter 405.2.3 The Judicial Board clerks shall be required to complete an average of one office hour per week in the SGA office.

Chapter 405.2.4 The Chief Justice is hereby authorized to collect statistical data to ensure compliance with Chapters 405.2.2 and 405.2.3, whichever pertains to the particular officeholder.

Chapter 405.2.5 The Judicial Board clerks are hereby authorized to collect statistical data to ensure compliance by the Chief Justice with respect to Chapter 405.2.1.

Chapter 405.2.6 The statistical basis for determining the average number of office hours per week completed by members of the Judicial Board shall be four consecutive weeks in the fall and spring semesters, excluding weeks which fall in the months of December and May.

Chapter 405.2.7 Failure for any member of the Judicial Board to fulfill the office hour requirements specified in Chapter 405.2 shall accrue one demerit point.

Chapter 406 Disciplinary Action

Chapter 406.1 Each member of the Judicial Board, from the time of taking office, shall be allowed seven demerit points in which the member will not face any disciplinary action.

Chapter 406.2 Upon the accrual of the eighth demerit point, the offending member shall be advised that he or she has exceeded their allowance of demerit points.

Chapter 406.3 Senate Action

Chapter 406.3.1 Upon the accrual of the ninth demerit point, the Senate Committee on Ethics and Oversight shall draft a resolution to remove the offending member from office.

Chapter 406.3.2 The Judicial Board member shall be removed from office if the resolution is adopted by a three-fifths majority of all sworn members of the Senate, and shall be by roll call vote.

Chapter 406.4 Upon the accrual of the tenth demerit point, the offending member is automatically removed from office.

Chapter 406.5 If a member of the Judicial Board is removed under the procedures specified in Chapters 406.3.2 or 406.4, such a student may not serve on the Judicial Board in any capacity for the remainder of their tenure at the University of Alabama.

Chapter 406.6 A member of the Judicial Board shall resign their post if a conflict arises that they cannot fulfill their respective duties detailed in this title.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE V
EXECUTIVE CABINET

Chapter 500 Establishment of an Executive Cabinet

Chapter 500.1 The executive cabinet shall serve as the administrative division of the executive branch. The cabinet shall aide all executive officers in completing the duties outlined in the SGA Constitution.

Chapter 500.2 For the purposes of this act, the following words shall have the following definitions:

Chapter 500.2.1 Executive Council: the Executive Council is the elected officers of the student government constitutionally charged with the exercising of the executive powers and functions of the SGA. The Executive Council is composed of the elected offices of President, Executive Vice President, Executive Secretary, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Financial Affairs, and Vice President for External Affairs. The Executive Council also includes an appointed Chief of Staff.

Chapter 500.2.2 Executive Cabinet: the administrative division of the Executive branch of the SGA. The Executive Cabinet consists of all persons appointed by members of the Executive Council to assist them in the performance of the various responsibilities assigned to them.

Chapter 500.2.3 Department: All appointees of a particular member of the Executive Council.

Chapter 500.2.4 Department Head: The chief executive officer of a Department.

Chapter 500.2.5 Office: One of several subdivisions of a Department charged with the duty of working on items of specific interest to the Department. Offices are clearinghouses of action and information for the student body on behalf of a member of the Executive Council.

Chapter 500.2.6 Director: The chief executive officer of an office that reports to a member of the Executive Council.

Chapter 500.2.7 Deputy Director: The primary assistant to the director of an office. The deputy director shall assist the director in the administration of the office in terms of personnel, fiscal matters, or any other issue relative to the day-to-day functioning of the office. Deputy directors report specifically to the director of their respective office.

Chapter 500.2.8 Assistant Director: Potentially one of several officials appointed to do work on behalf of a specific task or function of an office.

Chapter 500.2.9 Office Personnel: All other workforce members of an office besides the director, the deputy director, and assistant directors appointed to serve specific functions of an office.

Chapter 500.2.10 Committee: A special group of individuals appointed by a member of the Executive Council to investigate and report on some matter and take action when given the express consent the Executive Council member that created the committee.

Chapter 501 Selection of the Executive Cabinet

Chapter 501.1 Upon the appointment of the Chief of Staff, the President shall issue an order before the first day of the last week in April requiring the Executive Cabinet to be established. Once this order is signed, all preceding cabinets are officially abolished.

Chapter 501.2 Office personnel shall be determined by the director and deputy director thereof with the approval of the head of the department. The Chief Administrative Officer will facilitate this process.

Chapter 501.2.1 The Chief Administrative Officer

Chapter 501.2.1.1 The Chief of Staff shall appoint a Chief Administrative Officer and that appointment must be confirmed by the Senate.

Chapter 501.2.1.2 The Chief Administrative Officer shall serve as coordinator of the executive cabinet and shall have the following duties:

Chapter 501.2.1.2.1 To keep the president and Chief of Staff informed of the progress of activities by offices and committees of the student government with respect to work proposed, work actually initiated, and work completed, together with the relative timing of work between the several agencies of the SGA; all to the end that the work programs of the several agencies of the executive branch may be expended in the most economical manner possible with the least possible overlapping and duplication of effort.

Chapter 501.2.1.2.2 To coordinate and oversee all appointees of the Student Government Association on behalf of the President and Chief of Staff to ensure that all officers of the SGA are maintaining devotion to duty.

Chapter 501.2.1.2.3 To provide meaningful support services to all officers of the SGA.

Chapter 501.2.1.2.4 To establish an application process for office personnel that may be submitted online through the SGA website.

Chapter 501.2.1.2.5 To manage the physical office space of the SGA and ensure that all supplies are made available to any officer of the SGA that may be used in service to the students of this university.

Chapter 501.2.1.2.6 To communicate with and assist the Senate in regards to all executive appointments.

Chapter 501.2.1.2.7 Report the progress (or lack thereof) of all elected and appointed officials to the President's Office, and if appropriate, to the appropriate Vice President's Office.

Chapter 501.2.1.2.8 To serve as executive director of the SGA Personnel Board.

Chapter 502 Duties of department heads

Chapter 502.1 Serve as chief executive officer of the department he or she represents.

Chapter 502.2 Recommend Personnel Board hearings to the Director of Administration.

Chapter 503 Duties of Directors of Offices

Chapter 503.1 The Director of an office shall serve at the pleasure of his or her office's department head and as chief executive officer of the office he or she is director of.

Chapter 503.2 Report monthly to the Vice President or executive office to whom they report.

Chapter 504 Duties of Deputy Directors of offices

Chapter 504.1 Deputy Directors shall serve as the primary assistant to the director of a particular office.

Chapter 504.2 The Deputy Director shall serve as chief administrative officer of the office in which he or she works.

Chapter 504.3 The Deputy Director shall advise the director of the office for whom he or she works on all fiscal matters and use of all resources.

Chapter 505 Duties of Assistant Directors of offices

Chapter 505.1 Assistant directors will be appointed on an as needed basis to serve specific functions of a particular office.

Chapter 506 Duties of Office Personnel

Chapter 506.1 Office personnel shall serve whatever purpose for the office that the director of that office prescribes for him or her.

Chapter 506.2 Office personnel shall have specific and descriptive job titles.

Chapter 507 Creation, suspension, and dissolution of offices

Chapter 507.1 Any member of the Executive Council may establish a new office so long as it reports to the executive officer who is creating it.

Chapter 507.2 New offices must be created in writing and filed with the Executive Secretary.

Chapter 507.3 All new offices are subject to approval or disapproval by the Senate.

Chapter 508 Committees

Chapter 508.1 Committees shall be, from time to time, established and duly charged by the President of the SGA or any member of the Executive Council as prescribed by the Constitution of the Student Government Association to investigate and report on some matter in which University of Alabama students have a vested interest or a stake of some sort.

Chapter 508.2 Committees must be established in writing to the Senate and filed with the Executive Secretary.

Chapter 508.3 Committees shall not be required to be temporary functions of this government.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE VI
FINANCE LAW

Chapter 600 Financial Affairs Committee (FAC)

Chapter 600.1 Composition

Chapter 600.1.1 The FAC shall be composed of thirteen members.

Chapter 600.1.2 The following shall be members of the FAC: The SGA Vice President of Financial Affairs, the SGA Treasurer, five Senators from the Senate Committee on Finance, three members of the SOURCE Board of Governors, two student organization leaders, and the FAC Advisor.

Chapter 600.1.3 The Student Organization Leaders shall be appointed by the University of Alabama Administration's Vice President for Student Affairs.

Chapter 600.1.4 The Coordinating Council of Student Organizations members shall be appointed by the SOURCE Director of Financial Resources.

Chapter 600.2 Standing Rules

Chapter 600.2.1 The FAC shall follow the latest edition of Roberts Rules of Order Newly Revised.

Chapter 600.2.2 Each member of the Financial Affairs Committee must submit in writing to the Treasurer a list of every student organization registered with the SOURCE within which they are affiliated.

Chapter 600.2.3 A Financial Affairs Committee member must abstain from voting if the member is involved with the organization that is requesting funding.

Chapter 600.2.4 During deliberation concerning organizations with which a Financial Affairs Committee member is associated, the member shall only be permitted to discuss the matter when requested by the Vice President of Financial Affairs for strictly informational purposes.

Chapter 600.2.5 The Financial Affairs Committee shall meet at least monthly during the academic year unless quorum is not met or the SGA Treasurer deems funding to be unavailable for student organizations.

Chapter 600.2.6 Quorum constitutes two thirds of the committee's membership and shall be required in order to conduct business.

Chapter 600.2.7 Should a Financial Affairs Committee member accumulate two unexcused absences from monthly meetings, his/her FAC membership will be revoked.

Chapter 600.2.8 The Vice President for Financial Affairs shall exercise full discretion in determining what does or does not constitute an unexcused absence.

Chapter 600.2.9 The allocations recommended by the FAC must then be presented to the Senate for final approval. The FAC Advisor shall attend the meetings and be recognized by the Vice President of Financial Affairs to clarify UA policies and procedures and any dispute arising from the deliberation of the committee.

Chapter 601 FAC Student Organization Eligibility

Chapter 601.1 Definition of Eligibility

Chapter 601.1.1 For the purposes of application for FAC funds, an eligible student organization, hereafter referred to as organization, is hereby defined as an UA campus student organization who has been registered with the SOURCE for at least one month, and whose President or Treasurer has attended a Foresight Training Workshop.

Chapter 601.1.2 The organization's credentials with the SOURCE must be renewed annually in order to remain eligible for receiving FAC funds.

Chapter 601.2 Forfeiture of Eligibility

Chapter 601.2.1 If an organization spends funding allocated from the FAC on a program or event and then does not execute the program or event, then the offending organization shall not be eligible for any FAC funding during the next fiscal year.

Chapter 601.2.2 The SGA Vice President of Financial Affairs shall have the ability to waive Chapter 701.2.1 in the event that the non-execution of the organization's event or program was due to unavoidable external circumstances.

Chapter 601.3 The FAC Advisor shall disregard any FAC applications made by organizations who have not fulfilled the requirements in the previous subsections.

Chapter 602 Application Procedures and Regulations

Chapter 602.1 All eligible organizations requesting FAC funding must submit an online budget request to FAC using the CollegiateLink Portal before the deadline listed on the SGA website.

Chapter 602.2 The FAC Advisor shall compile all eligible organizational requests for the FAC in the form of a ledger listing the following items: Organization name, Total requested amount, Total eligible amount, Categorical distribution of the request, and any additional notes deemed pertinent to the request at the Advisor's discretion.

Chapter 602.3 An organization's president or treasurer must attend the FAC meeting to officially present the funding request and to answer questions from the FAC members.

Chapter 602.3.1 Organizations shall make their presentations in the chronological order in which the funding requests were made.

Chapter 602.3.2 The failure of either the student organization's president or treasurer to appear before the FAC shall result in said organization's budget request being denied, and a new funding request will be required for reconsideration.

Chapter 602.4 An organization's president or treasurer must provide the FAC with an accurate list of active members of the organization.

Chapter 602.4.1 Organizations shall provide the FAC with either a role or sign in sheet or a comparable document for the organizations last three (3) official meetings or events.

Chapter 602.4.2 The FAC will average member totals from the last three (3) official meetings or events in order to obtain an accurate view of the size

and scope of the organization.

Chapter 603 Funding Guidelines

Chapter 603.1 Funds must be spent by student organizations in the fiscal year in which the allocation was made.

Chapter 603.1.1 Each student organization shall be allowed a maximum amount of \$10,000 funding per fiscal year.

Chapter 603.2 Monies for student travel purposes may be funded to organizations in an amount based on FAC limitation regulations, per fiscal year.

Chapter 603.2.1 Organizations will be allowed to receive up to \$400.00 per student, with a maximum amount of \$2,400.00 per fiscal year for travel.

Chapter 603.2.2 The FAC shall have full discretion regarding what constitutes an acceptable travel expense and eligibility for travel funding.

Chapter 603.3 Food and beverages are not eligible for allocation unless the event is cultural in nature and food is the focus of the event.

Chapter 603.3.1 Food or beverages for regular meetings are not eligible for allocation.

Chapter 603.3.2 Organizations will be allowed to receive up to \$2,000.00 per fiscal year for cultural food.

Chapter 603.4 Funding for general office supplies, postage, printing, or advertising may be funded by FAC up to a maximum amount of \$800.00 per fiscal year.

Chapter 603.4.1 Printing for newsletters, fliers, posters, and directories shall qualify as office supplies

Chapter 603.4.2 Advertising expenses shall qualify under office supplies and expense limits listed in Chapter 601.4

Chapter 603.5 Allocation for equipment purchases may be made based on UA Purchasing, Spending, and Risk Management policies.

Chapter 603.5.1 Organizations will be allowed to receive a maximum of \$800.00 per fiscal year for equipment.

Chapter 603.5.2 Items must be kept in a secure location on campus.

Chapter 603.5.3 Items purchased with FAC approved funding are property of the University of Alabama

Chapter 603.6 Certain expenses not explicitly covered under FAC guidelines may be allocated for project expenditures such as speakers, musicians, venue rental, equipment rental, at the discretion of the committee.

Chapter 603.6.1 Organizations may spend a maximum of \$6,000.00 per fiscal year on project expenditures.

Chapter 603.7 The FAC considers the following factors when allocating funds:

Chapter 603.7.1 Nature of the project or activity.

Chapter 603.7.2 Number of students affected by the project or activity.

Chapter 603.7.3 Size of the student organization.

Chapter 603.7.4 Adherence to FAC guidelines.

Chapter 603.7.5 Degree of outside funding.

Chapter 603.7.6 Co-sponsorship of a project by two or more student organizations.

Chapter 603.7.7 Precedence based on previous FAC deliberations.

Chapter 603.7.8 The amount of pending requests to the FAC made by Student Organizations.

Chapter 603.7.9 Percentage of student organization members who have undergone Office of Student Involvement-recognized training programs including, but not limited to, Safe Zone, Suicide Prevention training, Bama Boot Camp, Bystander Intervention, Poverty Simulations, and PIE Workshops.

Chapter 603.8 National dues, awards, plaques, gifts, donations, first-class air travel, alcoholic beverages, personal items, Holiday cards, flowers and live plants shall not be funded by the FAC.

Chapter 603.9 The FAC reserves the right to set additional limitations for funding categories.

Chapter 604 Senate Consideration of FAC Allocations

Chapter 604.1 The FAC shall submit the allocations to the Senate in the form of an act.

Chapter 604.1.1 The act shall detail the name of the recipient organization, the amount requested for each individual item, and the amount granted for each individual item.

Chapter 604.1.2 If the item funded is for travel, then the act shall specify the nature of the event, the location of the event, and the number of persons travelling to the event.

Chapter 604.1.3 If the item funded is for a project, then the act shall specify the nature of the project and the dates in which the project will be undertaken.

Chapter 604.2 At the request of any Senator, a student organization shall be required to provide a written explanation no longer than one paragraph detailing the need for funding, how the funds will be disbursed, the recipients of the funds, and the event or programs related to said disbursement, which will be read on the Senate floor.

Chapter 604.3 Failure for an organization to provide the written explanation detailed under Chapter 605.2 will lead to the automatic tabling of the funding request, providing that the request for written explanation was made in a timely manner.

Chapter 604.4 The Senate shall have the authority to:

Chapter 604.4.1 Approve all proposed allocations en bloc.

Chapter 604.4.2 Consider and vote upon the proposed allocations seriatim.

Chapter 604.4.3 Amend the allocations individually, provided that the amended allocation does not exceed the funding limits or prohibitions defined in Chapter 603 and its subsections, or that the amendment does not seek to override the FAC's decision to table or deny a funding request.

Chapter 604.4.4 Table a particular allocation.

Chapter 604.4.5 Deny all proposed allocations en bloc.

Chapter 604.4.6 Votes on any motions made in regards to this Chapter shall be taken via the recording of the yeas and nays of the members.

Chapter 604.5 The Senate shall consider the FAC allocations in accordance with their rules and procedures along with the rules contained hereinbefore in this Title.

Chapter 604.5.1 The Senate shall not have the power to award any money to a student organization that has not requested that money through the Financial Affairs Committee or was denied that money through the Financial Affairs Committee.

Chapter 605 FAC Reimbursement Procedure

Chapter 605.1 Advance funds may be available in certain circumstances using the UA procurement procedures; organizations wishing to take advantage of this option should contact the FAC Advisor regarding availability of these funds.

Chapter 605.2 A Reimbursement Request Package containing the original proofs of purchase and proofs of payment must be presented upon completion of the project or activity for reimbursement of funds; reimbursement requests should be made within sixty days of notification of award, or date of travel or event.

Chapter 605.3 Any funds remaining unclaimed after the sixty days will be returned to the FAC for re-allocation.

Chapter 605.3.1 Funds must be spent by student organizations in the fiscal year in which the allocation was made

Chapter 606 Recognition of FAC Contributions and Transparency

Chapter 606.1 After the Senate consideration of the FAC allocations, the act, in both “as introduced” and “as passed” forms, shall be made available on the SGA website as public information.

Chapter 606.2 All relevant documents pertaining to FAC applications, procedures, and rules shall be posted and maintained on the SGA website.

Chapter 606.3 All organizations who receive funding from FAC for the purposes of executing their project shall publically recognize the FAC’s contribution.

Chapter 607 SGA Budget and Pay Scale

Chapter 607.1 The SGA Executive branch shall prepare a budget proposal for each fiscal year.

Chapter 607.1.1 Each SGA official responsible for the utilization of funds within an SGA account within the Operating Budget shall prepare a detailed budget of expected needs for the account over the following fiscal year.

Chapter 607.2 The Vice President of Financial Affairs or his/her designee shall present the following year’s budget to the Senate during a legislative session.

Chapter 607.2.1 The SGA Budget shall be sent to the Senate Committee on Finance for Review.

Chapter 607.2.2 A roll call vote of approval for that budget by the Student Senate shall be held no less than seven days later at a meeting of the Student Senate.

Chapter 607.3 The SGA Executive Branch shall prepare a pay scale proposal at the beginning of each SGA administration.

Chapter 607.4 The Vice President of Financial Affairs or his/her designee shall present the following year’s Pay Scale to the Senate during a legislative session.

Chapter 607.4.1 The SGA Pay Scale shall be sent to the Senate Committee on Finance for review.

Chapter 607.4.2 At the request of any Senator, a detailed description of each salaried position shall be provided by the Executive Secretary.

Chapter 608 SGA Appropriations

Chapter 608.1 Legislative Spending

Chapter 608.1.1 Senators who require access to SGA funds shall be required to submit an appropriations act to the Senate for ratification.

Chapter 608.1.1.1 At the request of any Senator, the Senator requesting the funds must provide specific details as to the amount of funds desired and the exact manner in which they shall be used.

Chapter 608.1.2 Operational expenses from the Office of the Speaker under \$2,000 are exempt from the appropriations bill requirement.

Chapter 608.1.3 First Year Councilors who require access to SGA funds shall be required to submit a joint appropriations act to the First Year Council and the Senate for ratification.

Chapter 608.1.4 At the request of the Senate Committee on Finance Chair or the First Year Council Financial Affairs Committee Chair, the Councilor requesting the funds must provide specific details as to the amount of funds desired and the exact manner in which they shall be used.

Chapter 608.1.5 The Legislative branch must conform to current accounting guidelines established by the UA Financial Accounting Department.

Chapter 608.2 Executive Spending

Chapter 608.2.1 Any allocation by the Executive Council of more than \$2,000 must be presented to the Senate for approval in the form of an act.

Chapter 608.2.2 At the request of any Senator, the Executive Council must provide specific details as to the amount of funds desired and the exact manner in which they will be used.

Chapter 608.2.3 The Executive Council must conform to any rules and guidelines set for it by the FAC for all of its allocations as well as those established by the UA Financial Accounting Department.

Chapter 608.3 Judicial Spending

Chapter 608.3.1 Expenditures from the Judicial Branch shall come from a sum allocated to the Student Court account annually within the SGA budget.

Chapter 608.3.2 Additional allocations to the Student Court Account must be approved by the Senate through an appropriations act.

Chapter 608.3.2.1 At the request of any Senator, the Chief Justice of the Student Court must provide specific details as to the amount of funds desired and the exact manner in which they will be used.

Chapter 608.3.3 The Judicial Branch must conform to current accounting guidelines established by the UA Financial Accounting Department.

Chapter 608.4 Negative Balance Contingency Plan

Chapter 608.4.1 Should any account contained in the SGA budget experience a negative balance, then the Vice President of Financial Affairs, at his or her discretion and without the consent of the Senate, shall be vested with the authority to transfer funds from the Executive Contingency account to the account exhibiting the negative balance such that the resulting balance of

that account is zero.

Chapter 608.4.2 Nothing in this subchapter shall be construed to grant the Vice President of Financial Affairs the authority to transfer funds from other accounts in the SGA budget, with exception of the Executive Contingency account, to rectify negative account balances.

Chapter 609 Recognition of SGA Contributions and Transparency

Chapter 609.1 A financial statement of all SGA expenditures, along with all pertaining acts approved by the Senate, shall be posted on the SGA website monthly.

Chapter 609.2 All available past SGA financial records shall be made available on the SGA website.

Chapter 609.3 The SGA pay scale, along with all pertaining acts approved by the Senate, shall be posted on the SGA website.

Chapter 609.4 Any organization receiving funding derived from monies contained within the SGA budget shall publicly recognize the SGA's contribution.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE VII
ELECTION LAW

Chapter 700 Candidate Eligibility – Executive Offices

Chapter 700.1 Undergraduate Candidates shall have the following:

Chapter 800.1.1 2.30 GPA on 4.00 scale (UA points only)

Chapter 800.1.2 36 UA credit hours

Chapter 700.2 Graduate Student Candidates shall have the following:

Chapter 800.2.1 3.00 GPA on 4.00 scale (UA points only)

Chapter 800.2.2 9 UA credit hours

Chapter 700.3 Law School Candidates shall have the following:

Chapter 800.3.1 2.50 GPA on 4.00 scale (UA points only)

Chapter 800.3.2 12 UA credit hours

Chapter 700.4 A Graduate or Law School candidate may forego the credit hour requirement if his or her undergraduate degree was earned at the University of Alabama, provided his or her undergraduate GPA was a 2.30 on a 4.00 scale (UA points only)

Chapter 700.5 All candidates shall only be permitted to run for one elected position in the Student Government Association per election period.

Chapter 700.6 All credit hour requirements are completed hours, not including currently enrolled hours.

Chapter 701 Candidate Eligibility – Legislative Offices

Chapter 701.1 Undergraduate Candidates shall have the following:

Chapter 701.1.1 2.30 GPA on 4.00 scale (UA points only)

Chapter 701.1.2 12 UA credit hours

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Chapter 701.2.1 3.00 GPA on 4.00 scale (UA points only)

Chapter 701.2.2 9 UA credit hours

Chapter 701.3 Law School Candidates shall have the following:

Chapter 701.3.1 2.50 GPA on 4.00 scale (UA points only)

Chapter 701.3.2 12 UA credit hours

Chapter 701.4 A Graduate or Law School candidate may forego the credit hour requirement if his or her undergraduate degree was earned at the University of Alabama, provided his or her undergraduate GPA was a 2.30 on a 4.00 scale (UA points only)

Chapter 701.5 To be listed on the ballot, candidates shall file a notice of candidacy no later than 21 days prior to the election.

Chapter 701.6 All candidates shall only be permitted to run for one elected position in the Student Government Association per election period.

Chapter 701.7 All credit hour requirements are completed hours, not including currently enrolled hours.

Chapter 702 Campaign Procedures

Chapter 702.1 Candidates shall maintain records describing the amount and source of campaign

funds and other contributions.

Chapter 702.2 Such records shall be filed with the Elections Board each week.

Chapter 702.3 Campaign spending shall not exceed limits set by the Elections Board.

Chapter 702.4 The SGA Office and all SGA functions not expressly intended as election campaigning activities shall be considered neutral ground, and campaigning is strictly forbidden.

Chapter 703 Separation of Powers

Chapter 703.1 A student may hold no more than one of the following at any given time:

Chapter 703.1.1 Executive Officer (any one elected executive position)

Chapter 703.1.2 Senator

Chapter 703.1.3 Student Justice

Chapter 703.1.4 SGA Committee Chair

Chapter 703.1.4.1 Excludes a Senator who can also chair a Senate Committee according to Title III, Chapter 304.1.

Chapter 703.1.4.2 Excludes the requirement that the SGA President chair the Executive Council according to Title II, Chapter 210.2.

Chapter 703.1.4.3 Excludes the requirement that the Vice President of Financial Affairs chair the Financial Affairs Committee according to Title II, Chapter 250.4.

Chapter 703.1.4.4 Excludes the requirement that the SGA Director of Media Relations chair the Public Relations committee according to Title II, Chapter 290.3.6.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE VII
SGA AWARDS

Chapter 800 SGA Awards Committee

Chapter 800.1 The SGA Awards Committee shall have the power to create and establish awards for the SGA with the consent of the Executive Council.

Chapter 800.2 The SGA Awards Committee shall establish the nominations, qualifications, selections, and presentations of the awards.

Chapter 800.3 The awards shall be given to the executive officers, executive assistants, student senators, student justices, committees, directors, committee persons, faculty and involved university students.

Chapter 801 SGA Seal

Chapter 801.1 The Official Seal of the Student Government Association of The University of Alabama shall be as follows: a portrayal of Denny Chimes superimposed over a crossed gavel and torch, all of which shall be within a circle; in a larger circle enclosing the aforementioned shall be within a circle; in a larger circle enclosing the aforementioned shall be inscribed with the words "Student Government Association 1914," inscribed on a scroll beneath the above-mentioned circumference shall be the words "The University of Alabama."

Chapter 801.2 The portrayal of Denny Chimes shall symbolize the University; the torch shall symbolize education and the overcoming of adversity; and the gavel shall symbolize leadership and justice.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE IX
FIRST YEAR COUNCIL

Chapter 900 Purpose of First Year Council

Chapter 900.1 First Year Council shall represent first year students at the University of Alabama.

Chapter 900.2 First Year Council shall provide first year students with experiences in the legislative, executive, and judicial branches of the SGA.

Chapter 900.3 First Year Council shall reflect the diverse nature of the student body.

Chapter 901 Organization of First Year Council

Chapter 901.1 First Year council shall have distinct roles split among the Executive, Legislative and Judicial branches of the SGA respectively.

Chapter 901.2 A fifty member legislative body titled "First Year Council shall fulfill the legislative responsibilities of First Year Council.

Chapter 901.2.1 The First Year Council shall serve as the lower chamber to the SGA Senate when passing Acts of the First Year Council that require SGA funding.

Chapter 901.2.2 Members of the First Year council shall be called "First Year Councilors."

Chapter 901.3 The Executive Office of First Year Council shall fulfill the executive responsibilities of First Year Council.

Chapter 901.3.1 The Executive Office of First Year Council shall be organized under the Director of First Year Council.

Chapter 901.4 The Judicial Office of First Year Council shall fulfill the judicial responsibilities of First Year Council.

Chapter 901.4.1 The empowered member of the judicial branch selected to run the Judicial Office of First Year Council shall be called the First Year Council Judicial Coordinator

Chapter 901.4.2 The First Year Judicial Coordinator shall be appointed by the Chief Justice of Judicial Board and approved by Senate by a majority vote (fifty percent plus one vote).

Chapter 901.5 A staff member from the Office of the Speaker of the Senate shall fulfill the Legislative responsibilities to First Year Council

Chapter 901.5.1 The staff member shall be appointed by the Speaker of the Senate and called the Senate Liaison to the First Year Council.

Chapter 901.5.2 The Senate Liaison to the First Year council shall not be a senator and must be confirmed by a majority vote (fifty percent plus one vote) of the Senate.

Chapter 902 Powers and Duties of the First Year Council

Chapter 902.1 The First Year Council shall develop and pass legislation on the behalf of students of the University of Alabama, particularly students of the first year class.

Chapter 902.2 The First Year Council committees shall be the Rules Committee, Student Affairs Committee, External Affairs Committee, Academic Affairs Committee, Financial Affairs Committee, Internal Affairs Committee, Ethics Committee.

Chapter 902.2.1 The Rules Committee's responsibilities shall include, but are not limited to:

- Chapter 902.2.1.1 Enforcing and monitoring the standing rules of the First Year Council.
- Chapter 902.2.1.2 Enforcing the attendance policy of the First Year Council.
 - Chapter 902.2.1.2.1 The Committee shall receive attendance records, upon request, from the Secretary of the First Year Council
 - Chapter 902.2.1.2.2 The Committee will enforce this policy with recommendations from the First Year Council Director.
- Chapter 902.2.1.3 Reviewing and recommending bills to set standards, guidelines, and rules for the First Year Council.
 - Chapter 902.2.1.3.1 This responsibility includes, but is not limited to, the review of legislation that establishes committees and other deviations from the Code of Laws
- Chapter 902.2.2 The Student Affairs Committee's responsibilities shall include, but are not limited to:
 - Chapter 902.2.2.1 Dealing with issues that encourage student development outside of the classroom, but within the University, and support the Academic mission of The University of Alabama.
 - Chapter 902.2.2.2 Student Policy, Student Opinion, Student Relations, and concerns dealing with life outside of academics.
- Chapter 902.2.3 The External Affairs Committee's responsibilities shall include, but are not limited to:
 - Chapter 902.2.3.1 Handling issues that pertain to matters outside of The University of Alabama.
 - Chapter 902.2.3.2 Receive and analyze First Year Council legislation regarding external affairs.
 - Chapter 902.2.3.3 Represent The University of Alabama first year students in external affairs.
- Chapter 902.2.4 The Academic Affairs Committee's responsibilities shall include, but are not limited to:
 - Chapter 902.2.4.1 Represent The University of Alabama first year students in academic affairs.
 - Chapter 902.2.4.2 Seek opinions from the student body, faculty, and administration regarding issues of academic policy.
 - Chapter 902.2.4.3 Receive and analyze First Year Council legislation regarding academic affairs.
 - Chapter 902.2.4.4 Make recommendations to the First Year Council regarding policy legislation.
- Chapter 902.2.5 The Financial Affairs Committee's responsibilities shall include, but are not limited to:
 - Chapter 902.2.5.1 The review of legislation pertaining to the petition of funding from the Student Government Association or Financial Affairs Committee.
 - Chapter 902.2.5.2 The review of any legislation brought to the committee by the Speaker of the First Year Council.
 - Chapter 902.2.5.3 The dealing with any other financial issues so designated by the Student Government Association.

Chapter 902.2.6 The Internal Affairs Committee's responsibilities shall include, but are not limited to:

Chapter 902.2.6.1 Dealing with issues that pertain to matters within the First Year Council.

Chapter 902.2.6.1.1 This responsibility includes, but is not limited to, reviewing legislation that creates initiatives or programs within the First Year Council

Chapter 902.2.6.2 Reviewing legislation that is brought before the committee by the Speaker of First Year Council.

Chapter 902.2.6.3 Making recommendations to the First Year Council regarding internal issues.

Chapter 902.2.7 The Ethics Committee's responsibilities shall include, but are not limited to:

Chapter 902.2.7.1 Hearing of any ethical issues which may arise due to the actions of First Year Council members.

Chapter 902.2.7.2 Issuing penalties to First Year Council members for ethical infractions, when necessary.

Chapter 902.2.7.2.1 Penalties shall be limited to reasonable increase in office hours per infraction

Chapter 902.2.8 Committees shall consist of at least five First Year Councilors.

Chapter 902.2.9 Committees may only conduct business when a quorum of the committee membership is present.

Chapter 902.2.10 The First Year Council shall add or nullify committees as needed.

Chapter 902.3 A First Year Councilor appointed to fill a vacancy shall sit on the committee of the First Year Councilor that he or she is replacing.

Chapter 902.4 Committee Chairs will be selected by a vote within a committee.

Chapter 902.5 The First Year Council shall meet weekly, unless a special session is requested by the SGA President or a majority vote (fifty percent plus one vote) of First Year Councilors.

Chapter 903 Duties of First Year Councilors

Chapter 903.1 Councilors shall address the academic and non-academic concerns of the first-year class of students at the University of Alabama by acting as student representatives.

Chapter 903.2 Councilors shall make themselves accessible and accountable to their constituents.

Chapter 903.3 Councilors may organize themselves into "Dorm Caucuses" to gauge first year student opinion.

Chapter 903.4 Councilors must attend all regularly scheduled meetings of the First Year Council unless excused.

Chapter 903.5 Councilors shall be guaranteed the opportunity to meet with members of the Legislative, Executive and Judicial branches in a mentoring relationship. Such meetings shall be coordinated by the Senate Liaison to the First Year Council, the Director of First Year Council, and the First Year council Judicial Coordinator respectively.

Chapter 904 Officers of the First Year Council

Chapter 904.1 Officers of the First Year Council shall include the Speaker of the First Year Council, the Parliamentarian and the Secretary.

Chapter 904.2 The Executive Vice President shall preside over the First Year Council prior to the election of the Speaker of the First Year Council.

Chapter 904.2.1 The Executive Vice President shall have no vote except to break a tie.

Chapter 904.2.2 The Executive Vice President may vote to break a tie in the election of the Speaker of the First Year Council.

Chapter 904.2.3 The Executive Vice President may choose to refrain from breaking a tie in order to force further discussion on legislation or the election of the Speaker of First Year Council.

Chapter 904.2.4 It is necessary that the Executive Vice President be present to cast a tiebreaking vote.

Chapter 904.3 The Speaker of First Year Council shall preside over First Year Council immediately upon his or her election during the second session of First Year Council.

Chapter 904.3.1 The Speaker of First Year Council shall be elected by a majority, fifty percent plus one vote, of First Year Councilors.

Chapter 904.3.2 First Year Council may hold a new election for the Speaker of First Year Council if three-fifths of the First Year Council's voting member support a motion of no confidence in First Year Council's leadership.

Chapter 904.4 The Parliamentarian of First Year Council shall advise First Year Council of all matters of parliamentary procedure according to the most current edition of Robert's Rules of Order and any rules of order adopted by the SGA Senate. The Parliamentarian may not be a First Year Councilor and may have no vote.

Chapter 904.4.1 The Parliamentarian of the First Year Council shall be appointed by the Speaker of the First Year Council.

Chapter 904.4.2 The First Year Council shall confirm the appointment of the Parliamentarian by a majority, fifty percent plus one vote, of the First Year Councilors.

Chapter 904.5 The Secretary of the First Year Council shall:

Chapter 904.5.1 Be elected from within the membership of the First Year Council by a majority vote, fifty percent plus one vote, of the First Year Council.

Chapter 904.5.2 Prepare legislation for First Year Councilors to review.

Chapter 904.5.3 Maintain a record of all proceedings of the First Year Councilors and attendance of its members.

Chapter 904.6 The First Year Council may petition the Senate for the creation of an administrative staff as seen fit by a majority vote, fifty percent plus one vote, of the Senate.

Chapter 905 Allocation of Seats of the First Year Council

Chapter 905.1 The first year student dormitory population shall be provided by the Office of UA Housing and Residential Communities upon the request of the Executive Vice President.

Chapter 905.2 The allocation of First Year Council seats shall be confirmed by a majority vote of the Senate and approved by the SGA President. The allocation of First Year council seats must be confirmed no later than the third week of class during the fall semester.

Chapter 906 Presentation and Passage of Legislation in The First Year Council

Chapter 906.1 Two thirds of First Year Council's voting members shall constitute a quorum to conduct business

Chapter 906.2 Resolutions of First Year Council are expressions of sentiment and are not subject to presidential veto.

Chapter 906.3 Acts of First Year Council that do not require SGA funding which pass First Year Council by a majority vote (fifty percent plus one vote) of First Year Councilors present shall be presented to the SGA President.

Chapter 906.3.1 If the President approves, the President shall sign the Act of First Year Council.

Chapter 906.3.2 If the President does not approve, he or she has the right to either veto within five full class days of receipt and submit such a veto to the Secretary of First Year Council, accompanied by a written explanation for the decision or, choose not to sign the act. Choosing not to sign an Act of First Year Council is not a veto. After five full class days following the President's initial receipt of the Act of First Year Council, it will be considered passed with or without the President's signature.

Chapter 906.3.3 First Year Council may reconsider a vetoed Act of First Year Council and by a majority vote send the Act to the Senate where it will be introduced as an Act of the Senate.

Chapter 906.4 Acts of The First Year Council that require SGA funding which pass The First Year Council by a majority vote (fifty percent plus one vote) of First Year Councilors present shall be presented to the SGA Senate as an Act of the Senate. Such legislation falls under the stipulations outlined in Article 2, Section 8 of the SGA Constitution.

Chapter 906.5 Legislation may be introduced on the floor of First Year Council.

Chapter 906.6 All legislation must have at least one sponsor or it shall automatically fail.

Chapter 906.7 Legislation receives its first reading on the floor of First Year Council unless a motion to forego the first reading carries unanimously in the First Year Council.

Chapter 906.8 Legislation is assigned by the Speaker of First Year Council to the appropriate committee for its second reading.

Chapter 906.8.1 The first and third reading of legislation will not occur during the same legislative session.

Chapter 906.8.2 For legislation requiring expedience, legislation shall receive its first and third reading during the same legislative session only by a two-thirds vote of First Year Council.

Chapter 906.9 Discussed in Committee, legislation can be amended if necessary. The legislation can be:

Chapter 906.9.1 Favorably Recommended with no amendments or with amendments - passed by majority of Committee vote, goes to the floor of First Year Council.

Chapter 906.9.2 Unfavorably Recommended - vote in Committee fails, goes to the First Year Council Floor.

Chapter 906.9.3 No Recommendation - tie in Committee vote, goes to the First Year Council Floor.

Chapter 906.9.4 Tabled in committee - does NOT go to the First Year Council Floor.

Chapter 906.10 The third reading shall be conducted as follows:

Chapter 906.10.1 If the legislation is favorably recommended with no amendments, the third reading shall be omitted unless a motion to have the third reading carries in First Year Council by majority vote.

Chapter 906.10.2 If legislation is favorably recommended with minor amendments, the third reading shall be omitted unless a motion to have the third reading carries in First Year Council by majority vote. The amendments only shall be read on the First Year Council floor.

Chapter 906.10.3 If legislation is favorably recommended with amendments, the legislation shall receive its third reading unless a motion to forego the third reading carries with two-thirds majority in First Year Council. The amendments shall be read on the First Year Council floor, and written copies of the full text of these amendments shall be distributed to all council members prior to the scheduled third reading.

Chapter 906.10.4 The status of amendments as “major” or “minor” shall be determined by the committee.

Chapter 906.11 On the First Year Council Floor discussed in old business (third reading),

Legislation can:

Chapter 906.11.1 Pass - receive majority vote.

Chapter 906.11.2 Fail - does not receive majority vote.

Chapter 906.11.3 Be Tabled.

Chapter 906.12 Passed Legislation:

Chapter 906.12.1 Legislation that has been approved by First Year Council shall be signed by the Secretary of First Year Council and the Speaker of First Year Council.

Chapter 906.13 Legislation Format

Chapter 906.13.1 Resolutions

Heading: The heading of the resolution will be centered at the top of the page, in bold print, and contain:

Resolution #R- (designated legislation number by the Speaker of First Year Council) - (last two numbers of year First Year Council term began),
The University of Alabama First Year Council (full year of the First Year Council term)

Title: The title shall be in all capital letters, in bold print, centered and contain a summary of the Resolution.

Authors and sponsors: The authors and sponsors of the resolution will be presented below the title format on the left margin and contain:

Authored by: (full name of the author(s) of the resolution)

Sponsored by: (full name of the sponsor(s) of the resolution)

Chapter 906.13.1.1 A resolution can only be authored and sponsored by a council member or council members. The name(s) of the author(s) and sponsor(s) must be on the piece of legislation before the resolution can be introduced on the First Year Council floor.

Body: The body of the resolution will be split into concise ideas and contain:

WHEREAS: (concise point);

WHEREAS: (concise point); Etc.

Chapter 906.13.1.2 The above process will proceed as long as the author(s) and sponsor(s) feel(s) necessary to relay the proper information for the piece of legislation.

Chapter 906.13.1.3 The **WHEREAS** must be bold print and followed by a colon “.”.

Conclusion: The conclusion of the resolution will contain:

THEREFORE BE IT RESOLVED THAT: The First Year Council of the University of Alabama (a recommendation or recognition based on the body topic of the resolution).

Chapter 906.13.1.4 The above process can be repeated at the author(s) discretion depending on the number of recommendations and/or recognitions being stated.

BE IT FURTHER RESOLVED THAT: Copies of this resolution be sent to (listing of the individuals or groups which the resolution needs to be addressed to; always to include the SGA Executive Council, SGA Student Senate and the Crimson White).

The **THEREFORE BE IT RESOLVED THAT** and the **BE IT FURTHER RESOLVED THAT** must be bold and followed by a colon “.”.

Footer: The footer of the resolution will have three lines for signatures positioned at the bottom right margin and will contain: (This part is not necessary if it is the only item on the page.) Adopted by First Year Council of the University of Alabama on (date legislation passed).

Chapter 906.13.2 Acts of First Year Council

Chapter 906.13.3 Citations: If persons, statistics, or facts need to be cited, the works cited would be listed below the footer of the legislation.

Chapter 906.13.4 The Speaker of First Year Council and/or the Secretary of The First Year Council shall have the discretion to edit the format of the resolution, without changing the intent or language of the resolution, at any time.

Chapter 906.14 Amendment Process

Chapter 906.14.1 Amendments may be offered during the first reading after a resolution or act has been introduced on the floor of First Year Council by the authoring Councilor. Council members may amend legislation by making a motion to the Speaker of First Year Council. The voting process for amendments will follow Robert's Rules of Order.

Chapter 906.14.2 Amendments after the first reading of legislation:

Chapter 906.14.2.1 If a Councilor would like to propose an amendment to legislation that will be reviewed by a committee he or she must submit the amendment to the respective committee prior to the committee meeting.

Chapter 906.14.2.1.1 Amendments will be discussed and voted on within the committee. If the amendment receives a majority vote, it will be added to the legislation. Otherwise, the amendment fails and receives no further consideration.

Chapter 906.14.2.1.2 Members within the committee may also add amendments

to the legislation during the committee meeting if the amendment receives the majority of the committee members' votes.

Chapter 906.14.2.1.3 If the legislation is amended in a committee meeting, the amended version will be read on the floor of First Year Council for its third reading.

Chapter 906.14.3 Amendments after the third reading of resolutions:

Chapter 906.14.3.1 After the legislation receives its third reading on the First Year Council floor, council members may amend the legislation by making a motion to the Speaker of First Year Council. The voting process for amendments will follow *Robert's Rules of Order*.

Chapter 906.14.3.2 If First Year Council votes to amend legislation, the legislation must go back to committee before First Year Council may vote on it. First Year Council may forego this requirement by a two-thirds vote. The committee is only responsible for the wording of the amendment. The intent of the amendment may not be changed. The committee will then send the legislation back to the First Year Council floor for a vote.

Chapter 906.14.3.3 If an amendment is proposed concerning the wording of legislation, the legislation does not have to go back to committee. The amendment will be voted on and the legislation will be amended. First Year Council will then vote on the amended legislation.

Chapter 907 Standing Rules of First Year Council

Chapter 907.1 Absences

Chapter 907.1.1 A council member who must be absent from a meeting of First Year Council shall send a proxy in his or her place.

Chapter 907.1.1.1 The proxy must live in the same dormitory as the absent council member and must stay for the duration of the meeting.

Chapter 907.1.1.2 Any absence with a proxy shall count as one half point.

Chapter 907.1.1.3 Any absence without a proxy shall count as two full points.

Chapter 907.2 Proxy Voting

Chapter 907.2.1.1 Proxy votes will be allowed for meetings of First Year Council, but not for committee meetings.

Chapter 907.2.1.2 Proxies are not allowed to introduce amendments to legislation.

Chapter 907.3 Procedure for Violations.

Chapter 907.3.1 If a First Year Councilor moves out of the dormitory he or she is representing, removal from office is automatic. This includes Councilors holding "At Large" seats that move from a location that qualifies for "At Large" representation to one that does not qualify for "At Large" representation.

Chapter 907.3.2 In addition to the reasons listed in Article IX, Section 1 of the SGA Constitution a First Year Councilor shall be subject to removal from office for incurring 3 absences.

Chapter 908 Formal Protocol of First Year Council

Chapter 908.1 During First Year Council Meetings the Speaker of First Year Council shall be addressed as "Speaker" followed by his or her Last Name.

Chapter 908.2 In the case of the SGA President attending a First Year Council meeting the SGA President will then be addressed as “Mr. or Madame President” and the Vice President of Student Affairs will be addressed as “Mr. or Madame Vice President.”

Chapter 908.3 Council members will be addressed as "Councilor" followed by their Last Name.

Chapter 908.4 First Year Council dress code for formal First Year Council meetings:

Chapter 908.4.1 It is recommended that all council members wear business attire for all formal First Year Council meetings and all special sessions called by the Vice President of Student Affairs.

Chapter 908.4.2 A formal First Year Council meeting is defined as any non-committee, full session First Year Council meeting.

Chapter 908.4.3 Definition of business attire for men: suit or sport coat, slacks, button down shirt, necktie, and dress shoes.

Chapter 908.4.4 Definition of business attire for women: business suit, pant suit, skirt and blouse, or dress; and dress shoes.

Chapter 909 Parliamentary Procedure

Chapter 909.1 When the First Year Council is in session, parliamentary procedure and any additional rules of order that the Senate may adopt shall govern the First Year Council.

Chapter 909.2 The parliamentary authority of the First Year Council shall be the latest edition of Robert’s Rules of Order Newly Revised.

Chapter 910 The Senate Liaison to The First Year Council

Chapter 910.1 The duties of the Senate Liaison to The First Year Council are to:

Chapter 910.1.1 Serve as the chief liaison between the Senate and The First Year Council.

Chapter 910.1.2 Coordinate a legislative agenda between the Senate and The First Year Council.

Chapter 910.1.3 Arrange mentorship meetings between First Year Councilors and Senators.

Chapter 911 Application and Eligibility

Chapter 911.1 Application

Chapter 911.1.1 The application for participation in First Year Council must be made available online and publicized within the campus dormitories.

Chapter 911.1.2 The Director of First Year Council is responsible for publicizing the application for participation in First Year Council.

Chapter 911.1.3 The same application shall be used for all First Year Council positions (First Year Judiciaries, First Year Executives, and First Year Councilors).

Chapter 911.2 Eligibility

Chapter 911.2.1 A students may only apply for a position in First Year Council if he or she is entering his or her first semester at the University of Alabama.

Chapter 911.2.2 A student may only apply for a position in First Year Council if he or she is an undergraduate student.

Chapter 911.2.3 All students must maintain a 2.3 GPA for participation in First Year Council. Students whose GPA falls below a 2.3 after the fall semester will

automatically be removed from office.

Chapter 911.2.4 First year students who transferred from another academic institution and who do not have a 2.3 GPA are not eligible to apply for a position in First Year Council.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE X
ETHICS LAW

Chapter 1000 Equal Opportunity and Nondiscrimination Policies

Chapter 1000.1 As an organization falling under the rules and regulations of The University of Alabama, the Student Government Association provides equal opportunity in participation for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, or veteran status.

Chapter 1000.2 As an organization falling under the rules and regulations of The University of Alabama, the Student Government Association complies with all applicable federal and state laws and University policy prohibiting discrimination.

Chapter 1001 SGA Membership Expectations

Chapter 1001.1 All members of the Student Government Association must uphold the Capstone Creed and comply with the SGA Oath of Office, the *SGA Code of Laws*, the *SGA Constitution*, *The University of Alabama Code of Student Conduct*, and local, state, and federal law.

Chapter 1001.2 All members of the Student Government Association holding an elected position, receiving payment from the SGA, or who is a member of the Executive Council shall be required to allow the Office of Judicial Affairs to notify the Attorney General of disciplinary action brought forth or taken by the Office of Judicial Affairs against the student.

Chapter 1001.3 Student Government Association members are expected to serve without bias in the best interest of all students as they represent The University of Alabama and the SGA.

Chapter 1001.4 Student Government Association members are expected to act professionally and display the highest standards of decency, honesty, integrity, and respect.

Chapter 1001.5 Actions violating Title XIII of The SGA Code of Laws which are not brought forth before the Office of Student Judicial Affairs may also be subject to disciplinary action initiated by the Attorney General and carried out by the Judicial body charged with establishing guilt and appropriate sanctions.

Chapter 1002 Commitment to Transparency

Chapter 1002.1 All Student Government Association must be open to the public.

Chapter 1002.2 All open meeting of the Student Government Association shall be required to allot time for members of the student body to bring forth comments and concerns.

Chapter 1002.2.1 Students will be permitted at least but not exceeding three minutes per student for a total of thirty minutes. This time is to be allotted for comments and concerns only.

Chapter 1003 Definition of Open Meetings

Chapter 1003.1 A meeting is defined as any of the following:

Chapter 1003.1.1 A prearranged gathering of a quorum of a body, committee, or subcommittee that occurs at a time or place that is regularly scheduled.

Chapter 1003.1.2 A prearranged gathering of a quorum of a body, committee, or subcommittee to exercise the powers it possesses or approve the expenditure of

funds.

Chapter 1003.1.3 Gatherings of a quorum of a body, committee, or subcommittee whether prearranged or not, to deliberate specific matters that, at the time of the exchange, members expect to come before the body, committee, or subcommittee at a later date.

Chapter 1004 Exceptions to Open Meetings

Chapter 1004.1 The only exception to an Open Meeting is a “Closed Session.”

Chapter 1004.2 A “Closed Session” is defined as a meeting in which the body considers nominations or other items that deserve privacy.

Chapter 1004.2.1 A body must vote to hold a “Closed Session,” and the decision shall be made by majority rule.

Chapter 1004.3 A body must provide a summary of “Closed Session” meetings and make those public on the SGA website.

Chapter 1005 Notice of Open Meetings

Chapter 1005.1 The committee chair or presiding member of a body must give notice of a meeting’s time, date, and location to the office of the Executive Secretary.

Chapter 1005.2 The Executive Secretary shall be responsible for posting all meeting information on the SGA website within twelve hours of receiving notification.

Chapter 1005.3 Notice of regularly scheduled meetings must be given to the office of the Executive Secretary at least three days in advance. Notices should include time, date, and location.

Chapter 1005.4 A one days notice must be given before a pre-arranged body meets to exercise its power to approve the expenditure of funds or to deliberate matters that its members expect to discuss.

Chapter 1005.5 The committee chair or presiding member of a body will be referred to the office of the Attorney General.

Chapter 1006 Major Violations

Chapter 1006.1 Major and Minor violations shall be accorded both a minimum and maximum sanction to be imposed by the Student Judicial Court and subsequently deemed a minor violation.

Chapter 1006.2 Minor Violations shall include MIP, MIC, MIL, Possession of a Fake ID, Academic Misconduct, or any action which is unbecoming of a member of the SGA.

Chapter 1006.2.1 Minor Violations shall include a sanction of 10 community service hours in addition to all hours required by state, federal, local, or university officials.

Chapter 1006.2.2 No member shall face expulsion, suspension, barring from future office, or suspension of pay as a result of a minor violation.

Chapter 1006.2.2.1 If a member accumulates three separate minor violations not received within the same instance during a period of two academic years, in result the member will have committed the equivalent of a major violations.

Chapter 1006.3 Major Violations shall include DUI, Public Intoxication, possession of any illegal drugs, assault, theft, or any action which irreparably harms the image, mission, or

success of the SGA.

Chapter 1006.3.1 Major Violations will include a minimum sanction.

Chapter 1006.3.1.1 Minimum Sanctions shall include disqualification for reception of any end of the year awards or accolades, and 20 community service hours in addition to all hours required by state, federal, local or university officials.

Chapter 1006.3.1.2 Maximum Sanctions shall include suspension or withholding of pay for future or previous services rendered to the SGA, removal of parking privileges, suspension from office, expulsion from office, and permanent expulsion from the SGA.

Chapter 1006.3.1.3 No action shall be taken retroactively against a student's actions prior to their membership or prior to the passing of this legislation.

Chapter 1007 Judicial Process for Major and Minor Violations

Chapter 1007.1 Upon notification of disciplinary action from the Office of Judicial Affairs or upon attaining knowledge of a violation, the Attorney General shall bring notice of the charges to the Chief Justice who will set a time and date for the disciplinary hearings.

Chapter 1007.1.1 The hearing shall be held no later than 15 academic days after the notification from the Office of Judicial Affairs, but shall be held no sooner than 5 academic days after notification of charges to the defendant.

Chapter 1007.1.2 The Chief Justice shall preside over the court but shall have no voting power.

Chapter 1007.1.3 The court shall be comprised of 7 members of the Student Judicial Board selected at random by the Judicial Advisor in addition to the Chief Justice.

Chapter 1007.1.3.1 If the Judicial Advisor has a conflict of interest the justices will be selected by the SGA Advisor.

Chapter 1007.2 The standard necessary for conviction must be clear and convincing evidence.

Chapter 1007.3 The defendant will be entitled to call witnesses, present evidence, and present his case before the court.

Chapter 1007.4 The Attorney General shall be responsible for presenting the evidence against the defendant.

Chapter 1007.4.1 If the Attorney General has a conflict of interest a Deputy Attorney General shall be selected at random.

Chapter 1008 Judicial Hearing Proceeding

Chapter 1008.1 The hearing shall be conducted in a manner that ensures that substantial justice is done and shall not be unduly restricted by the rules of evidence common to criminal court proceedings.

Chapter 1008.2 Hearing proceedings (excluding the deliberation of the Judicial Board) will be recorded.

Chapter 1008.3 The hearing shall be closed to visitors unless the accused requests otherwise.

Chapter 1008.4 Since the Chief Justice is responsible for conducting and orderly hearing, it is his/her prerogative to determine the facility to be used for open hearings and to deny admission to the hearing of anyone found to be disruptive.

Chapter 1008.5 The burden of proof in the hearing rests with the Attorney General bringing the charge, and shall be clear and convincing evidence.

Chapter 1008.6 The Chief Justice may conduct a hearing at which the accused is not present in

cases in which the Court is satisfied that a reasonable effort was made to notify the accused of the charge and of the time and place of the hearing. The sending of a registered mail notification and/or notification sent to the student's MyBama e-mail account, meets this requirement. In the absence of the accused, the Chief Justice will hear the available information, weigh the facts, and render a judgment.

Chapter 1008.7 Following the hearing, the Judicial Board shall find whether or not the offense(s) as charged has been proven by the information offered and the decision shall be communicated in writing to the SGA Advisor. If the accused is found to be responsible, the Court shall further recommend in writing the disciplinary sanction which should be assessed for the offense.

Chapter 1008.8 The Chief Justice shall notify the accused of the hearing outcome and his/her rights of review. The verdict of guilt or innocence shall be final. Sanctions may be appealed to the SGA Advisor, who shall have final authorization.

Chapter 1008.9 The Chief Justice and Judicial Board are responsible for seeing that the order of hearing is followed:

Chapter 1008.9.1 Chief Justice turns on tape recorder and reads into record his/her name, date, time, purpose of hearing.

Chapter 1008.9.2 Chief Justice introduces himself, Panel Members, and Attorney General. Chapter 1008.9.3 Chief Justice asks accused to state name.

Chapter 1008.9.4 Chief Justice reads statement of charge to accused and asks if student was given copy of charge and understands it.

Chapter 1008.9.5 Student asked if he/she desires to be accompanied/represented by an adviser, if so, student asked to state name of person.

Chapter 1008.9.6 Student is asked how he/she pleads.

Chapter 1008.9.6.1 Guilty charged.

Chapter 1008.9.6.2 Not guilty.

Chapter 1008.9.7 Student advised of order of proceedings.

Chapter 1008.9.7.1 Submission of information in support of the charge(s).

Chapter 1008.9.7.2 Submission of information in defense of the charge(s) by the accused.

Chapter 1008.9.7.3 Submission of rebuttal information in support of the charge(s).

Chapter 1008.9.7.4 Submission of rebuttal information by the accused.

Chapter 1008.9.7.5 Closing statement by Attorney General.

Chapter 1008.9.7.6 Closing statement by accused.

Chapter 1008.9.8 Student advised that he/she, the Attorney General, the Chief Justice, and the Judicial Board shall have reasonable opportunity for the cross-examination of all witnesses. Further, if a witness is unavailable, the Chief Justice shall determine whether or not, in the interest of fairness, the written evidence of such witness shall be admitted. However, in no case shall information be considered unless the accused has been advised of its source and content in advance of the hearing and unless an opportunity for rebuttal is provided.

Chapter 1008.9.9 Attorney General asked to present information in support of the charge(s) including statements or testimony from witness(es).

Chapter 1008.9.9.1 Chief Justice ask each witness to state name and swears the witness in with the following question: Do you promise to tell the truth, the whole truth, and nothing but the truth?

- Chapter 1008.9.10 Accused asked to present information in defense of the charge(s) including cross-examination of witnesses.
- Chapter 1008.9.11 Attorney General asked to represent rebuttal information in support of the charge(s) including cross-examination of the witnesses.
- Chapter 1008.9.12 Accused asked to present rebuttal information in defense of the charge(s) including cross-examination of witnesses.
- Chapter 1008.9.13 Attorney General asked to make closing statements.
- Chapter 1008.9.14 Accused asked to make closing statements.
- Chapter 1008.9.15 Attorney General, accused, witnesses, and spectators thanked for their cooperation and are excused.
- Chapter 1008.9.16 Chief Justice shall determine whether the charge(s) has been proven by the information offered.
- Chapter 1008.9.17 All court proceedings are to be kept in full confidentiality unless the accused waves his/her right to a closed trial.

Chapter 1009 Rights of the Accused and of Witnesses

- Chapter 1009.1 The accused and other called witnesses who appear before the Judicial Board, shall be free to refuse response to any question or any other statement which may result in the self- incrimination of said persons.
- Chapter 1009.2 Witnesses shall be free to refuse attendance of a hearing unless compelled to present themselves by signed writ from the Office of Judicial Affairs.
- Chapter 1009.3 In the event the accused is found guilty of the charges brought forth against them in accordance with the regulations and procedures presented in this Title governing the implementation of the judicial hearing, and the charges were based on the committal of infractions against municipal, state, and/or federal laws and regulations, then any sentence rendered by the Judicial Board shall be stayed until the individual is duly convicted of aforementioned infractions in the court of law which has appropriate jurisdiction.
- Chapter 1009.4 No person shall be twice put in jeopardy for the same offense.
- Chapter 1009.5 In the interest of a speedy trial, no hearing shall last more than thirty days between the initiation of proceedings to, if convicted, the sentencing of the individual. Failure to do so would result in the acquittal of the individual.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE XI
OFFICE OF HOMECOMING

Chapter 1100 Office of Homecoming Powers and Responsibilities

Chapter 1100.1 The Homecoming Office shall oversee all student-related Homecoming activities and is responsible for scheduling the use of University facilities.

Chapter 1100.2 The Homecoming Office shall represent the interests of the student body in the decision-making and planning processes of Homecoming activities.

Chapter 1100.3 Homecoming Office shall be a division of the Cabinet of the Vice President for Student Affairs.

Chapter 1100.4 The Homecoming Office personnel shall meet regularly with the Executive Director of Homecoming and/or the Vice President for Student Affairs.

Chapter 1100.5 Homecoming Office decisions are subject to the approval of the President and the Vice President for Student Affairs.

Chapter 1100.6 The Vice President for Student Affairs shall coordinate with the Office of Alumni Affairs and any other coordinating body for all Homecoming planning events.

Chapter 1100.7 The Homecoming Office shall work in cooperation with the University standing committee on Homecoming.

Chapter 1100.8 The Homecoming Office shall work in cooperation with student organizations to provide a voice that represents all students.

Chapter 1101 Selection of Homecoming Office Personnel and Appointment of Executive Directorship

Chapter 1101.1 The Executive Director of Homecoming shall be chosen through an application process created by the Vice President for Student Affairs.

Chapter 1101.1.1 Once selected, the Executive Director of Homecoming is subject to Senate approval before taking office.

Chapter 1101.2 The Vice President for Student Affairs and the Executive Director of Homecoming shall appoint Associate Directors, Assistant Directors, and any other necessary personnel.

Chapter 1101.3 The Executive Director of Homecoming shall have the following duties and responsibilities:

Chapter 1101.3.1 Have the authority to establish and dissolve committees to expedite and encourage deeper understanding of matter before the Office of Homecoming.

Chapter 1101.3.2 Be responsible for regular briefings of the Vice President for Student Affairs as to the decisions and deliberations of the Office.

Chapter 1101.3.3 Set standards for attendance and participation by office personnel.

Chapter 1101.4 The President and the Vice President for Student Affairs shall each have the authority to review the performance of the Executive Director, and, if necessary, remove him or her from office.

Chapter 1101.5 The Executive Director shall have the power and authority to assign specific tasks or projects to office personnel, track their progress, and commission them Homecoming Office titles.

Chapter 1102 Homecoming Office Advisors

Chapter 1102.1 Before the Homecoming Office conducts business the SGA Vice President for Student affairs shall meet with the University of Alabama Vice President for Student Affairs to designate a Chief SGA Homecoming Advisor and any other necessary advisors.

Chapter 1102.2 Duties of the Chief SGA Homecoming Advisor:

Chapter 1102.2.1 He or she is responsible for meeting regularly with the Homecoming Executive Director and/or the Vice President for Student Affairs.

Chapter 1102.2.2 He or she shall coordinate all other necessary Homecoming Advisors.

Chapter 1102.3 The Chief Homecoming advisor shall assist in the execution of and be an advocate for the decisions of the Homecoming Office.

Chapter 1103 Homecoming Risk Management Board

Chapter 1103.1 The Homecoming Risk Management Board will be composed of the SGA President, the University Programs President, the Homecoming Executive Director, University Risk Management Officer, and the Vice President for Student Affairs of the University of Alabama.

Chapter 1103.2 The Chief Homecoming Advisor will be a member *ex officio* of the Homecoming Risk Management Board.

Chapter 1103.3 The Homecoming Executive Director will serve as chairman of the Homecoming Risk Management Board.

Chapter 1103.4 The Homecoming Risk Management Board will have the following duties:

Chapter 1103.4.1 Hold at least one Fall Semester meeting before Homecoming to discuss and approve all risk management issues and measures of Homecoming week.

Chapter 1103.4.2 Hold a debriefing meeting no later than two weeks after Homecoming week.

Chapter 1103.4.3 The chairman of the Homecoming Risk Management Board will report to the Vice President for Student Affairs.

Chapter 1103.4.4 Hold at least one meeting to discuss risk management issues for the upcoming year each spring.

Chapter 1104 Jurisdiction of the Homecoming Office

Chapter 1104.1 The Homecoming Office shall plan, execute, and regulate all Homecoming related activities that are designed for the enjoyment and unity of current University of Alabama students.

Chapter 1104.1.1 The aforementioned activities will include, but not be limited to, the Pep Rally, the Parade, Paint the Town Red, Homecoming elections, Roll Tide Run, the Basketball Tournament, Battle of the Bands, the Choreography Contest, the Bonfire, Lawn Decorations, and the Banner Competition.

Chapter 1104.1.1.1 The Homecoming Office shall determine a theme for the week.

Chapter 1105 Homecoming Evaluation

Chapter 1105.1 The Executive Director of Homecoming will prepare a report evaluating all aspects of Homecoming to be submitted to the Vice President for Student Affairs no more than three weeks following Homecoming week.

Chapter 1105.2 The President, Vice President for Student Affairs, and their designated officials

shall evaluate all aspects of Homecoming and make yearly recommendations to the succeeding Homecoming Office.

Chapter 1106 Homecoming Rules and Procedures

Chapter 1106.1 The Senate shall have the sole authority to approve the rules and procedures recommended by the Homecoming Office.

Chapter 1106.2 These rules and procedures are commonly known as the “Red Book.”

Chapter 1106.3 The Vice President for Student Affairs shall be responsible for transmitting the “Red Book,” as approved by the Executive Director of Homecoming, to the Senate for its approval at least one month prior to the beginning of Homecoming at The University of Alabama.

Chapter 1106.4 The “Red Book” shall be made available online for student access.

STUDENT GOVERNMENT ASSOCIATION CODE OF LAWS
TITLE XII
SUSTAINABILITY INVESTMENT PROGRAM

Chapter 1200 Definitions

For the purposes of this title, the following terms, unless expressly specified otherwise, shall have the following definitions:

Chapter 1200.1 “Committee” means the Sustainability Committee defined in Chapter 1301 of this Title.

Chapter 1200.2 “Division” means the Division of Financial Affairs at the University of Alabama

Chapter 1200.3 “Grantees” mean those individuals affiliated with the University of Alabama whose proposals have been approved by the Sustainability Committee and the University of Alabama Office of Financial Affairs.

Chapter 1201 Sustainability Committee

Chapter 1201.1 Composition

Chapter 1201.1.1 The Sustainability Committee shall be composed of nine members and shall oversee the Sustainability Investment Program (SIP)

Chapter 1201.1.2 The following shall be members of the Committee: Three faculty members selected by the University of Alabama (UA) administration, one of which shall serve as chairperson; one member of the Senate, appointed by the Speaker of the Senate; one member of the Environmental Council; two at-large members to be determined through application through the Student Government Association; and two staff members representing the Division via the Financial Accounting and Facilities subdivisions.

Chapter 1201.1.3 The appointed faculty members shall serve three year terms.

Chapter 1201.1.4 In the event of a vacancy, the UA administration shall appoint a suitable replacement, but such appointment shall only be for the remainder of the current term.

Chapter 1201.1.5 The application process for at-large membership shall be open to all students at the University of Alabama and shall be appointed, by and with the advice and consent of the Senate.

Chapter 1201.1.6 The staff members representing the UA Division of Financial Affairs shall serve as non-voting *ex officio* members of the committee.

Chapter 1201.1.7 The member from the Financial Accounting subdivision shall serve as budget director, and shall oversee the disbursement of funds to grantees.

Chapter 1201.1.8 Applications for at-large membership will become available on the first day of the fall semester.

Chapter 1201.2 Attendance

Chapter 1201.2.1 All members of the Committee are expected to physically attend all meetings, but should unforeseen circumstances arise may be able to attend by a means approved by the committee chair.

Chapter 1201.2.2 Failure for an SGA member to attend any of the meetings specified in this Title shall result in the dismissal of that member.

Chapter 1201.3 Meetings

Chapter 1201.3.1 The first meeting for the reviewing the progress of ongoing projects

shall occur on the 5th Wednesday of each semester.

Chapter 1201.3.2 The second meeting for reviewing the progress of ongoing projects shall occur on the 10th Wednesday of each semester.

Chapter 1201.3.3 The meeting for finalization of the semester's projects shall occur on the 13th Wednesday of each semester.

Chapter 1201.3.4 Deliberation of proposals for the next academic year will occur on the 13th Wednesday of the fall semester.

Chapter 1201.3.5 Approval of proposals for the next academic year will occur on the 15th Wednesday of the fall semester.

Chapter 1201.3.6 Meetings shall only be cancelled if the University of Alabama suspends normal operations on the day that the meeting is to occur; should this occur, the meeting shall occur on the following Wednesday.

Chapter 1201.4 All meetings listed in Chapter 1301.3 shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*

Chapter 1202 Project Proposals

Chapter 1202.1 Eligibility

Any student, faculty, staff, or administrator, as well as any student organization that fulfills the requirements of Chapter 701.1 of Title VII shall be eligible to submit an application to the Sustainability Committee.

Chapter 1202.2 Application Contents

All applications for the Sustainability Fund shall include the following:

Chapter 1202.2.1 A cover page that includes the project title, a list of the applicants designating the project director and other positions, and the grant category

Chapter 1202.2.2 A one page project description detailing: (1) the objective of the project; (2) a clear description of project plans; (3) the educational value of the project; and (4) the beneficial impact on the student body.

Chapter 1202.2.3 The description in Chapter 1301.1.2 must also include a generalized estimate of the number of persons impacted, both present and future for each of the categories listed.

Chapter 1202.2.4 A generalized budget, along with a thorough explanation of budget items where necessary.

Chapter 1202.2.5 A plan of implementation, which shall include a timeline and the anticipated date of completion.

Chapter 1202.2.6 Appendices, if necessary to clarify certain aspects of the project description listed in Chapter 1302.1.2; however, applicants shall be disallowed from use of appendices to further expound upon on the overall description of the project.

Chapter 1202.2.7 A description of how the project will be published in accordance with the requirements of Chapter 1308.

Chapter 1202.2.8 A letter of support from a member of the faculty, staff, or administration who is listed as the Project Director.

Chapter 1202.2.9 The Division shall be allowed to promulgate additional regulations regarding the precise structure of the application as deemed necessary.

Chapter 1202.3 Projects shall be constituted into three categories: (1) Infrastructural, (2) Awareness, and (3) Entrepreneurial.

Chapter 1202.4 All applications for the Sustainability Fund must be submitted electronically to the Division no later than midnight on the 9th Tuesday of the fall semester.

Chapter 1203 Infrastructure Projects

Chapter 1203.1 For the purposes of this Title, “infrastructure projects” are hereby defined as those projects which deal with the physical structure of campus buildings, facilities, and transportation modes.

Chapter 1203.2 All proposed infrastructure projects will be carried out either through the UA Facilities or Construction Administration Departments.

Chapter 1203.3 Notwithstanding the requirements of Chapter 1302.1.7, any project dealing with new construction, renovation, or any other project component requiring the approval of Facilities or Construction Administration will need to include a letter of support from the appropriate Department approving the project.

Chapter 1203.4 For any project requiring hiring of Facilities or hiring of an independent contractor, the proposal must include a facilities estimate for the job in the application.

Chapter 1204 Awareness Projects

Chapter 1204.1 For the purposes of this Title, “Awareness project” means those projects that are intended to educate the UA community and the public at-large about topics concerning sustainability and environmentally friendly practices.

Chapter 1204.2 Examples of awareness projects include, but shall not be limited to, lecture series, campus publications, or any medium deemed effective towards the dissemination of knowledge of particular sustainability issues.

Chapter 1204.3 Should an awareness project proposal be allowed to continue after the deliberation meeting described in Chapter 1201.3.4, then such project shall require a letter of approval from the Provost’s Office before being given further consideration.

Chapter 1205 Entrepreneurial Projects

Chapter 1205.1 For the purposes of this Title, “entrepreneurial projects” are hereby defined as those projects that may not be classified under the definitions provided in Chapters 1203 and 1204, but still serve to improve the University of Alabama’s efforts toward promoting environmentally sustainable practices while also improving the campus.

Chapter 1205.2 Should an entrepreneurial project proposal be allowed to continue after the deliberation meeting described in Chapter 1201.3.4, then such project shall require a letter of approval from the Provost’s Office before being given further consideration.

Chapter 1206 Prohibitions on Funding

The Committee shall not fund any project proposal which has any of the following characteristics:

Chapter 1206.1 Projects which allocate a portion of their funds to fiduciary compensation of individuals on the project.

Chapter 1206.2 Projects which are intended to donate funds or other material goods to a charitable organization.

Chapter 1206.3 Projects which are intended to generate a profit for a person or group of persons.

Chapter 1206.4 Projects in which the funds requested are intended to supplement regular university or departmental budgets.

Chapter 1207 Project Proposal Process

Chapter 1207.1 After the proposal submission deadline has passed, the Committee will meet to deliberate such proposals on the 13th Wednesday of the fall semester, but shall not make take any actions on the proposals.

Chapter 1207.2 At the meeting taking place on the 15th Wednesday of the fall semester, the Committee may take the following actions:

Chapter 1207.2.1 Approve the proposal as originally submitted to the Committee.

Chapter 1207.2.2 Reject the proposal as originally submitted to the Committee.

Chapter 1207.2.3 Approve the proposal with amendments recommended by the committee, but such amendments must also have the consent of the applicants.

Chapter 1207.2.4 Each of the actions listed in this subsection shall be done by a majority vote.

Chapter 1207.3 Notification of Committee Decisions

Chapter 1207.3.1 After the Committee has made its decision, the applicants shall be notified of that decision via electronic mail.

Chapter 1207.3.2 In the event that the Committee decides to reject the proposal, the message to the applicants must also include a brief description of the rationale behind the Committee's decision.

Chapter 1207.4 Presentation of Proposals

Chapter 1207.4.1 After the Committee has made its decisions on the proposals, the Budget Director shall present all approved proposals to the Office of Financial Affairs to ascertain that the proposals will be in compliance with the purchasing guidelines of the University of Alabama, in addition to compliance with state laws and regulations on government expenditures.

Chapter 1207.4.2 The Office of Financial Affairs has the authority modify or reject proposals which are not in compliance with state laws and regulations on government expenditures.

Chapter 1207.4.3 The Office of Financial Affairs shall notify the applicants of their decision.

Chapter 1208 Grantee Obligations

Chapter 1208.1 Funds will be made available to grantees on the first day of the semester for which their project proposal was approved.

Chapter 1208.2 Infrastructure projects will be forwarded to UA Facilities for implementation.

Chapter 1208.3 Grantees shall be required to implement their projects as outlined in the approved form of their proposal.

Chapter 1208.4 Project Updates

Chapter 1208.4.1 The Grantees shall be obligated to submit a project update, including any additional receipts and documents, to the project update bin in the Office of Financial Affairs.

Chapter 1208.4.2 The project updates shall be submitted before the close of business on the day prior the Committee meetings for the purposes of project review.

Chapter 1208.5 Project Publications

Chapter 1208.5.1 All Grantees shall be obligated to submit a finalizing publication, with its contents specified in their application.

Chapter 1208.5.2 A rough draft of the finalizing publication shall be submitted to the publications bin at the Office of Financial Affairs by the close of business on the 4th Tuesday of the semester in which the project is being undertaken.

Chapter 1208.5.3 Failure for a grantee to submit the rough draft of the finalizing publication by the deadline specified in Chapter 1208.5.2 shall result in all project funding being suspended.

Chapter 1208.5.4 Grantees shall submit the final publication to the Office of Financial Affairs via the budget director no later than the close of business on the 12th Tuesday of the semester in which the project was undertaken.

Chapter 1208.5.5 Failure for a grantee to submit the final publication by the deadline specified in Chapter 1208.5.4 shall result in all project funding being suspended.

Chapter 1208.6 Notwithstanding the submission of the final publication, Grantees shall continue to submit any additional receipts and project documentation to the Office of Financial Affairs.

Chapter 1208.7 The project shall be deemed closed by the Office of Financial Affairs upon completion of all objectives as specified in the proposal timetable and the submission of all related receipts, upon separation of the grantees from the University of Alabama, or upon the grantee account balance decreasing below five percent of the grant amount.

Chapter 1209 Annual Program Review

Chapter 1209.1 At the conclusion of each fiscal year, the Committee shall submit an annual program review for dissemination to the public.

Chapter 1209.2 The annual program review must include an overview of projects approved and undertaken by the Sustainability Investment Program during the fiscal year, their effectiveness in meeting the programs sustainability goals, and recommendations for further improvements to the program.