



University of Illinois Springfield

Student Government Association Resolution FA15-011

Affirming the SGA Bylaws

Resolution Sponsor: Parliamentarian Anthony Schuering

WHEREAS, the University of Illinois at Springfield’s Student Government Association is governed, in part, by the “Bylaws of the University of Illinois Springfield Student Government Association” (hereinafter the “Bylaws”); and,

WHEREAS, The previous Student Government Association provided no master copy of the Bylaws; and,

WHEREAS, without a master copy of the Bylaws, amendments may not be uniform with the existing Bylaws.

THEREFORE, BE IT RESOLVED that the Preambles hereto are true and correct and are incorporated herein by reference as if fully set forth at this point.

BE IT FURTHER RESOLVED, that the Student Government Association does hereby affirm that the Bylaws, attached to this Resolution as Exhibit A, represents a true and correct copy of the Bylaws of the Student Government Association, and shall be in full force from the date of this Resolution.

BE IT FURTHER RESOLVED that all Resolutions, Proclamations, Administrative Decisions or all other such enactments by the Student Government which conflict with this Resolution are hereby repealed to the extent of said conflict.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and recording by the Secretary of the Student Government Association.

Secretary

President

EXHIBIT A
THE STUDENT GOVERNMENT ASSOCIATION BYLAWS

Bylaws of the
University of Illinois at Springfield
Student Government Association



**Bylaws of the University of Illinois at Springfield
Student Government Association**

TABLE OF CONTENTS

Article I: Constitution	1
Article II: Duties of Office	1
Article III: Standing Committees.....	6
Article IV: Selection of SAC and SOFA Chairs	9
Article V: Appeals from the Student Organization Funding Association.....	10
Article VI: Meetings and Events	11
Article VII: Stipends for SGA Members.....	11
Article VIII: Elections	12
Article IX: Disciplinary Actions Against Members.....	15
Article X: Selection of Student Representatives to Search Committees.....	17
Article XI: Amending the Bylaws	17

**Bylaws of the University of Illinois at Springfield
Student Government Association**

ARTICLE I: CONSTITUTION

Section 1. Those duties and powers assigned to the SGA and its officers in the Constitution are considered as implied under these bylaws.

Section 2. When judging any discrepancies between the Constitution and the Bylaws, the Constitution shall be considered authoritative over these Bylaws.

Section 3. Should the Constitution be substantially amended or modified, these Bylaws will be updated no later than one (1) month after the new constitutional provision(s) have been passed by the student body.

ARTICLE II: DUTIES OF OFFICE

Section 1. President

Clause A. As the Chief Executive Officer of the SGA, the President will be responsible for the day-to-day maintenance of the SGA.

Clause B. The President will email a complete agenda to the SGA at-large no later than twenty-four (24) hours before a regularly scheduled meeting.

Clause C. The President can delegate duties to members as he/she sees fit, provided the duty does not conflict with any provision in the Constitution or Bylaws.

Clause D. The President shall maintain, throughout the course of the academic year, an electronic archive of documents pertaining to the administration of the SGA. At the end of the President's term, this archive will be given to the new incoming SGA President.

Clause E. The President shall be responsible for ensuring that all UIS students are able to speak at the SGA meetings.

Clause F. The President will make nominations for Campus Senate positions (both on the Senate and its Committees) before the third Senate meeting of the academic year.

Clause G. The President shall make nominations for SGA Standing and Ad-Hoc Committees by the third SGA meeting of the academic year.

Clause H. Whenever a resolution passes, the President will sign the resolution signifying that the resolution has passed with the majority needed.

Clause I. The President will serve as or nominate a representative to the Illinois Board of Higher Education Student Advisory Council.

Clause J. The President, in consultation with the Student Government Association advisor, shall hire a Staff Position for a Web and Social Media Manager for the Student

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Government Association. This position will be hired through the Office of Student Life. At the first meeting of each academic year, the President shall request the funds necessary for the hiring of this position from the Student Government Association.

Sub-clause 1. If the Web and Social Media Manager is not meeting the necessary requirements the President, with 2/3 majority vote approval from the executive board and in consultation with the Student Government Advisor, shall reserve the right to terminate the current worker and seek a replacement for the position.

Clause K. At the end of every academic year, the President shall work with the SGA Advisor to distribute the transitional executive board documents to the outgoing members.

Sub-clause 1. The outgoing members of SGA will fill the transition document prior to the last executive board meeting in April. They will submit it to the outgoing President. The President will compile all information into one document for the Archive Folder and then forward each document on to the incoming president.

Sub-clause 2. The outgoing President will contact all newly elected executive board members and provide them with the plan of action documents. This document is to be completed by all incoming executive board members and submitted to the incoming President by the end of the school year.

Clause L. The President shall appoint an SGA representative to assist the division of Student Affairs with the STARewards program. While serving as a representative, this person shall report to the SGA on the activities of the program.

Clause M. The President, at the beginning of each academic year, will organize the first Student Organizations Union meeting.

Section 2. Internal Vice-President

Clause A. If the Internal Vice-President, acting on behalf of the President, calls a special meeting of the SGA, he/she will inform the members of SGA within twenty-four (24) hours of a meeting place and time. The items to be discussed at the special meeting will have been determined by the President before the meeting.

Clause B. The Internal Vice-President will submit a Committee Report given to SGA at-large at least two (2) regularly scheduled meetings before the end of the academic year.

Clause C. On behalf of the Student Government Association, the Internal Vice-President shall organize public forums during September, October, November, February, March, and April with a minimum of one per month. These forums must be open to all students and be held in a public location on campus. The Internal Vice-President shall ensure that

**Bylaws of the University of Illinois at Springfield
Student Government Association**

all members of the Student Government Association attend at least one forum per semester.

Section 3. External Vice-President

Clause A. The External Vice-President shall possess a non-binding advisory vote.

Clause B. In the absence of the Internal Vice-President, the External Vice-President, acting on behalf of the President, can call a special meeting of the SGA in accordance with the above stated regulations (Article II, Section 2, Clause A).

Section 4. Treasurer

Clause A. Upon the request of any member of SGA, the Treasurer will provide a report of the SGA's current finances to the SGA at-large at its next meeting. This report will be placed in an online report prior to it being presented to the SGA at-large.

Clause B. The Treasurer will submit to the President a total list of income and payments made by the SGA over the course of the course of the academic year. The President will then place this report in the electronic archive.

Clause C. Any resolution regarding budgetary or monetary issues of the SGA will be signed by the Treasurer, upon adoption by the SGA at-large.

Section 5. Secretary

Clause A. The Secretary must complete the minutes of a given meeting within three (3) weeks after the meeting took place. After the minutes are approved, they will be placed on the SGA website as soon as possible.

Clause B. The Secretary, throughout the course of the academic year, will compile an electronic archive of the SGA's minutes, agendas and correspondences. At the end of the Secretary's term, this archive will be given to the new incoming Secretary.

Clause C. All correspondence to the Executive Committee or the SGA at-large will be distributed within twenty-four (24) hours of its receipt by the Secretary.

Clause D. When a resolution passes, the Secretary will sign the resolution signifying that the resolution has been entered into the archives.

Section 6. Parliamentarian

Clause A. The Parliamentarian shall have a non-binding, advisory vote on the SGA at-large.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause B. The Parliamentarian shall serve as the Chair of the Constitution and Rules Committee, where he/she will possess a binding vote.

Clause C. The Parliamentarian shall act as the chief interpreter of the Constitution and Bylaws, subject to a 2/3 veto of the SGA at-large.

Clause D. As the keeper of the SGA Constitution and Bylaws, the Parliamentarian shall be responsible for enforcing the Constitution, Bylaws, Resolutions, and Executive Orders.

Clause E. The Parliamentarian shall serve as an ex-officio, non-voting member to all committees for the sole purpose to advise the members on Parliamentary Procedure, the SGA Constitution, and SGA Bylaws.

Clause F. The Parliamentarian may review committee bylaws to ensure that they are in compliance with the SGA Constitution.

Sub-clause 1. If a committee's bylaws are not in compliance with the SGA Constitution, the Parliamentarian will make recommendations to the committee to correct the discrepancy.

Section 7. Student Trustee to the University of Illinois Board of Trustees

Clause A. The Student Trustee to the University of Illinois Board of Trustees (hereafter referred to as "Trustee") shall report to the SGA during its meetings on the work of the Board of Trustees.

Clause B. Those duties not stated in the SGA Constitution or Bylaws pertaining to the Trustee shall be governed by University policies and the University of Illinois Trustees Act. 110 ILCS 310, *et. seq.*.

Section 8. Senators

Clause A. While Senators are elected to represent a specific constituency of the UIS community, a Senator may voice a concern from a student outside of his or her respective constituency.

Clause B. On the second meeting following the Fall SGA elections, in the new academic school year, the Senators shall elect a Speaker of the Senate from among all senator positions. This person shall be referred to as "Speaker" instead of "Senator". The speaker shall attend executive board meetings as a non-- - voting member. They shall serve as an established liaison between the Senate and Executive Committee.

Sub-clause 1. The Speaker of the Senate shall hold bi-weekly Senate meetings. If the Speaker cannot attend the bi-weekly senate meeting, the Speaker will notify

**Bylaws of the University of Illinois at Springfield
Student Government Association**

the SGA President of their absence and their replacement of another Senator prior to the Senate meeting.

Sub-Clause 2. The Senate has the authority to remove the Speaker from their position with a 2/3 approval vote from all present at the next regularly scheduled SGA At-Large meeting. If the removal is approved then the Senate must elect a new Speaker of the Senate at the next regularly scheduled SGA At-Large meeting.

Clause C. The elections process for the Speaker of the Senate shall consist of a period of general speeches, inquiries by Senators, or both of these elements in tandem per each candidate in the race. Candidates are to be yielded equal time to justify their credentials. Elections are to be conducted by the SGA Secretary and voted on via the secret ballot mechanism. Candidate speaking order is to be determined by a fair and previously agreed upon mechanism by all candidates. The candidate receiving a plurality of the votes of the Senators immediately following this period, so long as a quorum of sitting SGA Senators is reached during the meeting designated as the election date, shall be elected Speaker of the Senate.

Section 9. Web and Social Media Manager

Clause A. The Web and Social Media Manager shall provide website maintenance and social media services to the Student Government Association.

Clause B. This Web and Social Media Manager shall attend necessary training in order to become a publisher for the Student Government Association Website.

Sub-clause 1. The Web and Social Media Manager shall maintain the SGA website through weekly updates of SGA announcements, minutes, agendas, resolutions, initiatives, and other relevant content.

Clause C. The Web and Social Media Manager shall maintain social media sites including Facebook, Twitter, among others for the Student Government Association as well as the Student Organization Funding Association.

Clause D. The Web and Social Media Manager shall meet regularly with the Chairs of the Student Organization Funding Association (SOFA) and the Student Activities Committee (SAC).

Sub-clause 1. The Web and Social Media Manager shall maintain the SOFA and SAC webpages and their corresponding forms, bylaws, meeting information, and other relevant information.

Clause E. The Web and Social Media Manager shall report jointly to the Student Government President or designee, as well as the Student Government Advisor.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

ARTICLE III: STANDING COMMITTEES

Section 1. Executive Committee

Clause A. The Executive Committee is responsible for the day-to-day operations of the SGA. Should an issue require the immediate attention of the SGA, the Executive Committee shall assemble to act on behalf of the SGA as a whole.

Clause B. The members of the Executive Committee will be the SGA President, Internal Vice-President, External Vice-President, Treasurer, Secretary, Parliamentarian, and Trustee.

Section 2. Student Activities Committee

Clause A. The Student Activities Committee (SAC) shall work to provide various programs and events to the student body as well as encourage student involvement at UIS.

Clause B. SAC shall have 1 standing sub-committee:

Sub-clause 1: Springfest Committee

Clause C. The Chair of SAC will choose the membership of the Committee.

Clause D. The Student Activities Committee may create bylaws that are consistent with the SGA Constitution and Bylaws.

Sub-clause 1. SAC Executive Board members will be ineligible to run for a SGA Executive Board position.

Section 3. Student Organization Funding Association

Clause A. The Student Organization Funding Association (SOFA) is responsible for granting funds to all UIS student organizations and clubs, provided the request entered by the organization is valid and is consistent with SOFA rules. The money allocated to each club will be used to improve student life at UIS.

Clause B. The Chair of SOFA will choose the membership of the Committee.

Clause C. SOFA may create bylaws that are consistent with the SGA Constitution and Bylaws.

Section 4. Constitution and Rules Committee

Clause A. The Constitution and Rules Committee will review and revise proposed changes to the Constitution, Bylaws, and Rules and bring those recommendations to the SGA at-large.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause B. The Constitution and Rules Committee will hear any and all disciplinary allegations from any member of the SGA or student body. See Article IX of these Bylaws for disciplinary procedures pertaining to the Constitution and Rules Committee.

Clause C. The Parliamentarian, as Chair, will choose the membership of the committee.

Section 5. Elections Committee

Clause A. The Election Committee shall be charged with the administration and fair execution of the SGA elections.

Clause B. No member of SGA shall serve on the committee. Clause C. See Article VII of these Bylaws for further rules.

Section 6. Internal Affairs Committee

Clause A. The Internal Affairs Committee will assign SGA members to its various committees and coordinate efforts between the committees.

Clause B. The Internal Affairs Committee may refer a resolution or other proposal to a committee if further research is needed.

Clause C. The Internal Vice-President will serve as the Chair of the Internal Affairs Committee.

Section 7. External Affairs Committee

Clause A. The Committee on External Affairs shall be responsible for obtaining information about outside relations and activities as it pertains to UIS and the campus community; this may include, but is not limited to, faculty, staff, the UI Alumni Association, businesses, non-profit organizations and agencies, and Sangamon County area. The committee will also be responsible for maintaining contact with local, county, state, and federal officials on issues pertaining to higher education.

Clause B. The External Vice-President shall chair the Committee on External Affairs.

Clause C. The Committee on External Affairs shall lobby a branch/agency of the government or other officials/entities at least once in the fall semester and once in the spring semester. The issues to be lobbied will be determined by the External Vice-President, with consultation of the membership of the committee.

Clause D. Membership to the committee will be open to the student body and all students are welcome to join when the committee lobbies.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause E. The Associate Chancellor for Constituent Relations (non-voting) and Student Trustee shall serve as ex-officio members/UIS administrative liaisons to the committee.

Section 8. Committee on Student Fees

Clause A. The Committee on Student Fees will make recommendations to the SGA as a whole in regards to student fees.

Clause B. All members of the Executive Committee will be voting members on the Committee, with the SGA President as Chair. Any other members to the Committee will be chosen by the SGA President.

Clause C. The Committee will meet before the last week of October at the start of an academic year to recommend an amount for student fees.

Clause D. The Committee will advertise its meeting a week in advance.

Section 9. Committee on Vision and Campus Relations

Clause A. The Committee on Vision and Campus Relations shall be responsible for serving as an outreach committee for the Student Government Association. This committee shall work to maintain the visibility of the Student Government Association throughout the entirety of the academic year. This committee will also incorporate the overall vision and message of the current Student Government Association in its practices to serve as an outreach committee of the Student Government Association. This committee will create and maintain current Student Government Association initiatives aimed at upholding a strong sense of connection with the UIS campus.

Clause B. This committee shall be responsible for publishing at least two Student Government Association newsletters per semester.

Clause C. Following the establishment of this committee for the academic year, this committee is charged with conducting an outreach campaign on behalf of the Student Government Association, with the purpose of raising awareness of the Student Government Association as well as to compile student feedback regarding UIS.

Section 10. Student Affairs Committee

Clause A. The Student Affairs Committee shall be responsible for matters pertaining to the Division of Student Affairs at the University of Illinois Springfield. The committee will work to maintain a strong relationship with the Division of Student Affairs and will work to enhance the student experience at the University of Illinois Springfield.

Clause B. In order to accomplish its purpose, the Student Affairs Committee shall meet with various department leaders within the Division of Student Affairs in order to receive

**Bylaws of the University of Illinois at Springfield
Student Government Association**

updates on efforts aimed at improving the student experience at the University of Illinois Springfield.

Clause C. The Student Affairs Committee shall meet with the Vice Chancellor for Student Affairs at least once a semester to update the Vice Chancellor on the activities of the committee as well as express any feedback the committee may have pertaining to the Division of Student Affairs.

Section 11. Academic Affairs Committee

Clause A. The Academic Affairs Committee shall be responsible for matters pertaining to the Division of Academic Affairs at the University of Illinois Springfield. The committee will work to maintain a strong relationship with the Division of Academic Affairs and will work to enhance the student academic experience at the University of Illinois Springfield.

Clause B. In order to accomplish its purpose, the Academic Affairs Committee shall meet with various colleges and department leaders within the Division of Academic Affairs in order to receive updates on efforts aimed at improving the academic experience at the University of Illinois Springfield.

Clause C. The Academic Affairs Committee shall meet with the Vice Chancellor for Academic Affairs and Provost at least once a semester to update them on the activities of the committee as well as express any feedback the committee may have pertaining to the Division of Academic Affairs.

Section 12. Administrative Affairs Committee

Clause A. The Committee on Administrative Affairs shall be responsible for serving as a committee for the Student Government Association. This committee will conduct discussion and make recommendations on behalf of the student body in affair of parking, building maintenance, construction, and any other necessary units to ensure the efficient and effective daily operations of the University of Illinois Springfield.

Clause B. Membership to the committee will be open to the undergraduate and graduate student body during a two-week application process. Committee members are then left to the discretion of the Administrative Affairs Committee chair and SGA President.

ARTICLE IV: SELECTION OF SAC AND SOFA CHAIRS

Section 1. Selection of SAC Chair

Clause A. The Secretary shall compose a list of candidates for the position of Student Activities Committee Chair.

Clause B. Also included on the list shall be the person selected by the members of SAC to be the Chair.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause C. The Secretary shall then forward this list to the Internal Vice-President, who will then make a recommendation from the candidates to the SGA at-large.

Clause D. The Chair of SAC is subject to removal by majority vote of the SGA at-large.

Section 2. Selection of SOFA Chair

Clause A. The Treasurer shall compose a list of candidates for the position of Student Organization Funding Association Chair.

Clause B. Also included on the list shall be the person selected by the members of SOFA to be the Chair.

Clause C. The Treasurer shall then forward this list to the Internal Vice-President, who will then make a recommendation from the candidates to the SGA at-large.

Clause D. The SOFA Chair is subject to removal by a majority vote of the SGA at-large.

**ARTICLE V: APPEALS FROM THE STUDENT ORGANIZATION
FUNDING ASSOCIATION**

Section 1. After exhausting all appeals with SOFA, a student organization may submit an appeal to the Office of Student Life within ten (10) business days.

Section 2. The Director of Student Life shall then forward the written appeal to all members of the Executive Committee, who will meet to discuss the merits of the appeal.

Section 3. If a majority of the Executive Committee finds that the request by the student organization warrants further discussion, the Executive Committee shall put the appeal to the SGA at-large at the next scheduled meeting. If the Executive Committee does not reach a majority, then the appeal fails and the last ruling of SOFA stands.

Section 4. When the SGA at-large considers the appeal at its next meeting, a representative from the appealing organization shall be present to explain why the organization should be granted the funding request.

Clause A. If the representative is not able to be present at the meeting, the organization may submit a written explanation to the SGA Secretary, who will distribute the explanation to the SGA at-large.

Section 5. A representative from SOFA shall also be present at the scheduled meeting to explain why the funding request was denied.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause A. If the representative from SOFA is not able to be present at the meeting, SOFA may submit a written explanation to the SGA Secretary, who will distribute the explanation to the SGA at-large.

Section 6. The SGA may then adjourn into closed session for the purpose of discussing the appeal. The decision will be made in open session by a roll call vote.

Section 7. If a majority of the SGA finds that SOFA erred in not granting the funding request, the SGA may order that SOFA fully or partially grant the funding request.

Section 8. If a majority is not reached, then the last ruling of SOFA stands and the disputed funds are not disbursed.

ARTICLE VI: MEETINGS AND EVENTS

Section 1. All resolutions brought before the SGA will be read a minimum of two (2) times, unless a member raises a motion to suspend the rules.

Section 2. All resolutions should be sent to the SGA President no later than noon on Friday before the meeting in which the resolution will be presented in order for it to be placed on the agenda.

Section 3. All budgetary and other monetary proposals require a roll call vote.

Section 4. Each member is responsible for attending the SGA televised meetings and committee meetings as assigned.

Section 5. SGA members will be dressed in business casual or professional attire during televised meetings.

Section 6. Abstention votes do not count towards the yeas or nays in voting in any situation. Should a majority of the voting quorum abstain from voting, the resolution shall be tabled until the next meeting when it will be placed on the agenda.

ARTICLE VII: STIPENDS FOR SGA MEMBERS

Section 1. Funds for stipends to SGA members will be paid from the amount allocated to the SGA from the Student Life budget.

Section 2. The President shall receive one thousand dollars (\$1,000) for one academic year.

Section 3. The Internal Vice-President shall receive seven hundred and fifty dollars (\$750) for one academic year.

Section 4. The Treasurer and Secretary shall individually receive five hundred dollars (\$500) for one academic year.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Section 5. The External Vice-President and the Parliamentarian shall receive no stipends.

Section 6. Senators do not receive stipends.

Section 7. The Trustee will not receive a stipend from the SGA budget.

Section 8. All officers receiving stipends will be paid at the end of the year, which are subject to removal from office as outlined in Article IX.

Section 9. Any change in stipends will not take effect until the beginning of the next academic year after approval from the SGA.

ARTICLE VIII: ELECTIONS

Section 1. Introduction

Clause A. Student Elections are an integral part of the Student Governance process. Candidates are reminded that the manner in which they conduct and represent themselves and others reflects upon both themselves as individuals, as well as the organization as a whole. As such, candidates must ensure that their conduct, materials and statements are truthful and of the highest ethical standards as befits students at an institution of higher education.

Clause B. Candidates are further reminded that the ultimate goal of the election and campaign process is to be seated on the Student Government Association as a representative of students at the University. All aspects of your conduct throughout the campaign and election process should seek to enhance the reputation of students and the Association.

Section 2. Campaign Regulations

Clause A. Candidates are responsible for knowing and complying with all campaign regulations.

Sub-clause 1. Per Article 14 of the SGA Constitution, Section 3 states that election signatures are required of any student wishing to be a candidate for an elected Executive Officer position or Senator position. Each petitioner must obtain the signature and printed name, as well as the UIN or NetID of each student wishing to be in favor of the petitioner running for office. For students enrolled in an online degree program, a petition signature is defined as a UIN or NetID contained within an email consenting to signing the petition.

Sub-clause 2. Including both personal and in-kind expenditures, no more than \$200.00 (Two hundred dollars) shall be directed towards a campaign. Candidates must maintain complete records of materials used, all expenditures, and in-kind contributions in a manner which the election committee can readily understand. Candidates must produce such records upon request of the election committee. (If

**Bylaws of the University of Illinois at Springfield
Student Government Association**

materials are used which represent more than one candidate, each candidate represented will be considered responsible for an equal share of the cost to produce the material.)

Sub-clause 3. Campaign materials may not be posted until the campaign period officially begins. If any campaign materials appear prior to that time, the Elections Committee reserves the right to penalize the candidate, which may include the disqualification of the candidate.

Sub-clause 4. Campaigning may continue throughout the election period. However, campaigning is not allowed in the Student Center or in the computer labs.

Sub-clause 5. There can be no campaigning in the vicinity of any official election station. This includes campaigning by yourself or others, posters, flyers or any sort of materials. Materials posted in these areas during the campaign week will be removed by Student Life Staff prior to the start of balloting. Candidates are advised not to linger in the vicinity of the polling area due to the vulnerability of being perceived as campaigning. Please don't put yourself at risk by testing such requirements.

Sub-clause 6. Candidates may not move, remove, cover, or in any way alter materials displayed by other candidates. If improper or unapproved material is observed, the item(s) and their location should be reported to the Director of Student Life.

Sub-clause 7. All campaign materials must be removed by the designated date following the election. Failure to do so may result in sanctions against the candidate.

Sub-clause 8. All candidates must abide by the regulations set forth by the University policies, regulations, and procedures at all times.

Sub-clause 9. All students campaigning on behalf of a candidate must follow the campaign rules set forth here. Any violation by any volunteer will be viewed as a violation by the candidate, which may call for disqualification of their candidacy.

Section 3. Approval of Campaign Materials

Clause A. Candidates must submit an original copy of all actual campaign materials to the Student Life Office for approval, and must maintain one copy for their records.

Clause B. Materials will be reviewed by the Director of Student Life for compliance with the campaign regulations. Materials which appear questionable or unacceptable will be referred to the Election Committee for review prior to approval or denial, and may be delayed in the approval process.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause C. Once approved, the Student Life Office staff will either:

Sub-clause 1. Stamp all materials to indicate that they have been approved; or,

Sub-clause 2. Stamp one original copy prior to copying and note it as approved for a specific number of copies. When only the original is stamped, candidates must individually number all flyers posted under that approval prior to displaying them or handing them out. Materials that are not stamped may not be posted or used.

Clause D. The approval and stamping process may take some time. Candidates should normally allow one business day for materials to be approved. If time and personnel allow, the Student Life office will attempt a more rapid turnaround.

Section 4. Elections Committee

Clause A. Committee Description and Responsibility

Sub-clause 1. The Elections Committee shall consist of 5 members and a chairperson. The chairperson shall be the Director of Student Life, or his/her designee. The additional members shall consist of 3 students and 2 staff members. The chair shall only vote in case of a tie.

Sub-clause 2. The Elections Committee will have the authority to review and hear complaints and to make decisions based on these complaints.

Sub-clause 3. A quorum of the election committee is required when meeting to resolve formal complaints. A quorum is defined as a minimum of three members of the election committee, at least one of whom must be a student.

Sub-clause 4. Elections Committee will not seek out infractions – they will only respond to complaints submitted.

Sub-clause 5. The Elections Committee will convene only if a written complaint is submitted, or if required to provide clarifications of election policies - otherwise no meetings will be scheduled.

Clause B. Complaint Process

Sub-clause 1. Any student wishing to file a complaint regarding the election or the campaign process shall have the opportunity to do so through an established process.

Sub-clause 2. Any complaint must be identified as a formal complaint, signed by the complainant, and submitted in writing to the Director of Student Life.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Sub-clause 3. Verbal and informal electronic communications are considered informational and advisory and will not be considered a complaint. The Director of Student Life and/or the election committee will respond to such correspondence as a basis for issuing clarifications or other directives to any or all candidates.

Sub-clause 4. Formal complaints will be forwarded to the Elections Committee who will review all complaints and determine an appropriate action.

Sub-clause 5. All complaints must be submitted within the time allowed for the receipt of complaints. Complaints received after that time will not be accepted unless the Election Committee determines there is a strong case to do so.

Sub-clause 6. Unless otherwise stated by the Elections Committee, the following deadlines for the receipt of complaints shall apply:

1. Complaints challenging the eligibility of a candidate to seek election shall be filed no less than 2 business days prior to the beginning of formal balloting.
2. All other complaints shall be submitted within one business day of the time at which the incident prompting the complaint became known to the complainant.
3. The final deadline for the filing of complaints will be Noon of the next business day following the completion of the voting process.

ARTICLE IX: DISCIPLINARY ACTIONS AGAINST MEMBERS

Section 1. Any member of the SGA may be disciplined for the following reasons:

Clause A. Gross negligence of duty;

Clause B. Substantial violation of the SGA Constitution or legal responsibilities;

Clause C. Violation of academic integrity or the Student Disciplinary Code; or,

Clause D. Missing three (3) regularly scheduled televised SGA meetings.

Sub-clause 1. If a member misses two (2) meetings, the SGA President will inform the member and place the member on probation.

Section 2. The student or SGA member will state one or more of the above reasons in a signed and written complaint to the Director of Student Life.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

Clause A. If the complaint is submitted against any officer other than the Parliamentarian, then the Director of Student Life will forward the complaint to the Parliamentarian.

Clause B. If the complaint is submitted against the Parliamentarian, then the complaint will be forwarded to the President, who will become acting Chair of the Constitution and Rules Committee for the purpose of ruling on the complaint.

Section 3. The Constitution and Rules Committee will meet within five (5) business days to hear the complaint. Both the complainant and the accused member may be present at this meeting to present evidence and make statements.

Section 4. Should the Committee find with a 2/3 majority that the complaint warrants further action, the complaint will be forwarded to the SGA with a recommended disciplinary action.

Section 5. The complaint will be brought to the SGA at-large at its next scheduled meeting. Both the complainant and respondent will be present at the meeting. Both sides are allowed to make a five (5) minute statement. The complaint brought forward must be held in closed session.

Section 6. After both sides have presented their case, the SGA will discuss and vote on if the respondent is guilty of the complaint and what disciplinary action to take. The following actions may be taken:

Clause A. Censure

Sub-clause 1. If a member is censured, a resolution will be passed to record the censure and be placed in the SGA's archives.

Clause B. If the complaint relates to attendance of meetings, the member's probation may be extended.

Clause C. Removal from SGA

Section 7. The SGA may convene into executive session for the purpose of making a decision on the charges and on any actions to be taken against the member. A 2/3 majority is needed in order to find guilty. If the SGA votes to find the member guilty, a simple majority is needed to approve actions of censure and extension of probation. A 2/3 majority is needed in order to remove the member.

Section 8. If the SGA does not reach the 2/3 majority needed to find the member guilty, no action will be taken against the member.

Section 9. During all proceedings, the member will be allowed due process.

**Bylaws of the University of Illinois at Springfield
Student Government Association**

**ARTICLE X: SELECTION OF STUDENT REPRESENTATIVES TO
SEARCH COMMITTEES**

Section 1. In the event that the University Administration announces the formation of a Search Committee that requires student representation, the SGA President will notify the student body that the SGA is seeking applications for the position.

Clause A. All applications must include a current resume and a cover letter. Applications that do not include a resume or cover letter will not be considered.

Section 2. Two (2) weeks after the notification to the student body, the Executive Committee will convene into a closed session to consider the applications.

Section 3. Should the Executive Committee find it necessary, applicants may be called in to take questions from the members of the committee.

Section 4. The Executive Committee will not consider the applicant's race, gender, religion, sexual orientation, or political ideology during deliberations.

Section 5. Once all applications have been considered, the Executive Committee will submit recommendations to the University Administration for final approval.

ARTICLE XI: AMENDING THE BYLAWS

Section 1. Any member of the SGA may submit a proposal to amend or change these Bylaws.

Section 2. Any proposal to change these Bylaws will be submitted to the SGA President, Secretary, and Parliamentarian at noon on the Friday before the next scheduled SGA meeting.

Section 3. A simple majority is required to amend or change the Bylaws. This vote shall be taken during the SGA regularly scheduled televised meetings.