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Bylaws of the Student Government Association

Purpose Statement

A bylaw shall govern those actions of the Student Government Association not specifically addressed in the Student Government Association Constitution.

BYLAW I - Code of Ethics

1. The Executive Council will create and maintain the Code of Ethics.
2. The Code of Ethics shall be reviewed concurrently with the Articles and Bylaws.

BYLAW II - Extended Duties of the President

1. The President cannot introduce legislation; and shall only vote only in the event of a tie; and
2. Shall be ex-officio to each SGA committee; and
3. Shall prepare a list of special orders, known business, and objectives for each SGA General Assembly; and
4. Shall work with the SGA advisor to coordinate a transition plan and training for incoming officers; and
5. Shall ensure a formal review of the Constitution and Bylaws is conducted at least once per term; and
6. Shall lead the Executive Council in conducting at least one member retreat per semester.

BYLAW III - Extended Duties of the Vice President of Finance

1. The Vice President of Finance shall serve as the chair of all committees pertaining to financial health, the auditing process, and budget allocations; and
2. Shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers; and
3. Shall manage the auditing process of all organizations that receive student funding; and
4. Shall present updates of the SGA general ledgers of accounts, to be included in the weekly minutes; and
5. Shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Finance-Elect to ease the transition of the position; and
6. Shall succeed the President in the event the President is unable or unwilling to continue service in that capacity.

BYLAW IV - Extended Duties of the Vice President of Student Life

1. The Vice President of Student Life shall serve as the chair of all committees pertaining to all social, non-academic aspects of student experiences; and
2. Shall serve as chair for the General Assembly in the absence or recusal of the President; and
3. Shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Student Life-Elect to ease the transition of the position; and
4. Shall succeed the President in the event the President and VP of Finance is unable or unwilling to continue service in that capacity.

BYLAW V - Extended Duties of the Vice President of Institutional Affairs

1. The Vice President of Institutional Affairs shall serve as the chair of all committees pertaining to academics and the University environment; and
2. Shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Institutional Affairs-Elect to ease the transition of the position; and
3. Shall succeed the President in the event the President, VP of Finance, and VP of Student Life are unable or unwilling to continue service in that capacity.

BYLAW VI - Extended Duties of the Vice President of Diversity Equity and Inclusion

1. The Vice President of Diversity Equity and Inclusion shall serve as the chair of all committees pertaining to DEI initiatives and
2. Shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Diversity, Equity and Inclusion to ease the transition of the position

BYLAW VII - Extended Duties of the Vice President of Marketing and Communications

1. The Vice President of Marketing & Communications shall serve as the chair of all committees pertaining to internal and external communication of organizational activities; and
2. Shall be responsible for creation and distribution of weekly meeting agendas at least 24 hours prior to scheduled meeting.
3. Shall create and maintain a record of meeting minutes and attendance by all senators and executives; and
4. Shall monitor and maintain the SGA email and social media accounts and shall ensure adequate and appropriate responses and interactions through those mediums.

5. Shall create and maintain a record of activities, initiatives, and responsibilities to be bequeathed to the VP of Marketing and Communications to ease the transition of the position; and
6. Shall succeed the President in the event the President, VP of Finance, VP of Student Life, VP of Institutional Affairs, and VP of Diversity Equity and Inclusion are unable or unwilling to continue service in that capacity.

BYLAW VIII - Elections

Section A: General Guidelines

1. General Elections shall occur each April for the Executive Council, as well as Sophomore, Junior, and Senior Class Senators.
2. Elected officials shall begin their term immediately following their oath of office. Class Senators shall be elected following the formation of the Executive Council.
3. First-year students shall be elected in class-specific elections as Freshman Senators in December and May coinciding with the conclusion of the Freshman Internship Program.

Section B: Campaign Rules

1. Campaign Rules for President and Vice Presidents

- a. Candidates for the office of President and any Vice President must file candidacy by the date specified by the advisor.
- b. Write-in candidates will not be eligible for any election.
- c. Candidates running for President and any Vice President may be required to participate in a forum organized by the Advisor.
- d. ~~Non-returning~~ Candidates running for President may be required to attend an interview with the SGA Advisor and Dean of Students.
- e. ~~Non-returning~~ Candidates running for any Vice President position may be required to attend an interview with the SGA Advisor and current President.

2. Campaign Rules for all Student Government Association Offices

- a. All candidates may not begin formal campaigning prior to the designated time set by the Advisor and Executive Council.
- b. Posters may be posted in the Findlay Student Center, the College Park Community Center, and all Residential buildings with the approval of the Dean of Students Office and the Office of Residence Life.
- c. Failure to comply with rules and standards as specified in the bylaws, as well as any other regulations established by the elections committee will result in a formal review.

3. Balloting and Tabulation

- a. The ballots will be completed online, and the tabulation of votes will be processed electronically.

- b. Election results will be verified by the SGA Advisor and President unless their name appears on the ballot.

BYLAW IX - Number of Class Representatives

1. The Freshman, Sophomore, Junior, and Senior classes shall each elect six students from their respective classes to serve as Senators in General Assembly.
2. At the discretion of the President, and by majority ratification by the General Assembly, a number of Senator "at-large" seats may be created and filled based upon the following criteria:
 - a. The number of "at-large" seats may not exceed the number of vacancies in class designated senator seats at the time of the appointments.
 - b. There shall never be more "at-large" seats than $\frac{1}{2}$ of the currently filled class senator seat with a maximum of 6 "at-large" seats that can be created and filled.
 - c. The "at-large" seats cannot be filled by the student body during the designated class elections.
 - d. All "at-large" seats will be nullified and closed with the official close of each General Assembly.

BYLAW X - Eligibility of Student Government Association Candidates

1. Basic Criteria

- a. All candidates must meet the qualifications as specified in the following sections.
- b. Students interested in running must file candidacy by the date specified by the Advisor.
- c. Those who file may be required to attend a meeting at a designated time set by the Advisor.
 - i. The President or ~~a member of the Elections Committee~~ Advisor will explain the rules and election process to candidates as well as clarify the roles and duties of each position. Failure to be at this meeting (unless prior arrangements have been made) may result in that student's ineligibility to run.
- d. All candidates must have and maintain a minimum semester GPA of 3.0 with a probationary period of one semester.
- e. All candidates must be in good academic and conduct standing with the university.
- f. Candidates for President and any Vice President must be approved for the ballot by the Executive Council excluding the position which is being elected.

2. Position Specific Criteria

a. President

- i. All candidates must have the following:
- ii. Served at least two prior consecutive full semesters on SGA in good standing, not including time served as an intern, unless otherwise approved by the Advisor and Executive Council, and be enrolled as a full-time, day school student.
- iii. Be in good academic and conduct standing with the University.
- iv. The ability to effectively facilitate meetings, lead discussions and speak in public settings in front of small and large groups of people.
- v. A strong sense of leadership, self-motivation, and reliability.
- vi. The ability to effectively communicate with others, both verbally and non-verbally in group settings or individually.
- vii. An understanding of Parliamentary Procedures and *Robert's Rules of Order*.

b. Vice President of Student Life

- i. All candidates must have the following:
- ii. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.
- iii. Be in good academic and conduct standing with the University.
- iv. Demonstrated a history of active, effective and positive participation as a member of the GA or Executive Council.
- v. Ability to commit to weekly GA meeting, Executive Council meetings, Student Life committee meetings and attending the monthly Student Affairs Committee meetings.

c. Vice President of Institutional Affairs

- i. All candidates must have the following:
- ii. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.
- iii. Be in good academic and conduct standing with the University.
- iv. Demonstrated a history of active, effective and positive participation as a member of the GA or Executive Council.
- v. Ability to commit to weekly GA meetings, Executive Council meetings, Institutional Affairs committee meetings and university Academic Affairs Committee meetings.

d. **Vice President of Finance**

- i. All candidates must have the following:
- ii. Served at least two prior consecutive full semesters, including time served as an intern, on SGA - or must be able to clearly demonstrate knowledge of budgeting and auditing practices through classwork, projects, or other means - and be enrolled as a full-time, day school student.
- iii. Served on the Finance Committee or had adequate training by the current VP of Finance and Advisor.
- iv. Basic knowledge of financial reporting.
- v. Knowledge of SGA's Budgeting Guidelines and ability to implement them.
- vi. The ability to conduct audits of money allocated to campus organizations.
- vii. Be in good academic and conduct standing with the University.
- viii. Demonstrated a history of active, effective and positive participation as a member of the GA or Executive Council.

e. **Vice President of Diversity Equity and Inclusion**

- i. ~~TBD~~-All candidates must have the following:
- ii. Served at least two prior consecutive full semesters, including time served as an intern, on SGA and be enrolled as a full-time, day school student.
- iii. Be in good academic and conduct standing with the University.
- iv. Demonstrated a history of active, effective and positive participation as a member of the GA or Executive Council.
- v. Ability to commit to weekly GA meetings, Executive Council meetings, Institutional Affairs committee meetings and university Inclusion Council meetings.

f. **Vice President of ~~Communication & Public Relations~~ Marketing and Communication**

- i. All candidates must have the following:
- ii. Served at least one prior full semester, not including time served as an intern, on SGA and be enrolled as a full-time, day school student.
- iii. Demonstrate effective written and oral communication skills
- iv. Ability to record, organize and distribute meeting records
- v. Familiarity with social media platforms and be able to actively market SGA activities and events
- vi. Be in good academic and conduct standing with the University

- vii. Demonstrated a history of active, effective and positive participation as a member of the GA or Executive Council
- viii. Ability to commit to weekly GA meetings, Executive Council meetings and Marketing and Communications committee meetings

g. Class Senator

- i. All candidates must have the following:
- ii. All candidates must be enrolled as a full-time, day school student.
- iii. A senator is expected to be present at the main campus day school for both semesters of a term.
 - 1. In the case of a semester leave of absence, the senator may apply for election at the beginning of the semester for which they are present at the main campus day school.
 - 2. SGA members not planning to return for the second semester of their term should resign by the start of the second semester or should expect to be dismissed by the Executive Council.
- iv. Be in good academic and conduct standing with the University
- v. Be an active, effective and positive participant of the GA

BYLAW XI - Meeting Regulation

1. All Student Government Association meetings shall be structured in accordance with the standards established in *Robert's Rules of Order*.
2. All General Assembly meetings shall begin at a time determined by the General Assembly each semester.
3. Meeting time may be changed by majority vote each semester.
4. The time cap for meetings is 90 minutes unless extended by the General Assembly.
5. Responsibility for the proper regulation of meeting structure shall be given to the chair.

BYLAW XII – Attendance

1. A Student Government Association member who accumulates up to 5 total meeting absences per semester shall be subject to dismissal pending review from the Executive Council.
 - a. Of the 5 total meeting absences, a Student Government Association member may take up to 3 unexcused meeting absences per semester, after which they shall be subject to dismissal pending review from the Executive Council.

- b. An excused meeting absence includes but is not limited to serious illness or medical appointment accompanied by a doctor's note (unless otherwise approved by the Executive Council), a required class activity, a sanctioned University activity, appointments or events requiring attendance by law, religious events or holidays that prohibit your participation, and family or personal emergencies. Whether or not other absences can count as excused is up to the discretion of the Executive Council.
- c. An unexcused meeting absence includes, but is not limited to disinterest in events, personal appointments, and work commitments.
- d. The Executive Council shall have the ability to require a member to provide proof of excuse if they see fit and it is permitted by law.

2. Meeting Attendance

- a. Excused meeting absences require advance notification by 3:00 p.m. on Thursdays to the Vice President of Marketing & Communications. Meeting absences that are not accompanied by advance notification to the Vice President of Communications will be counted as unexcused absences.
- b. SGA members that leave the General Assembly before adjournment without advance notification to the Vice President of Marketing & Communications, will be counted as an unexcused meeting absence.
- c. SGA members that continually leave prior to the conclusion of the General Assembly meetings may accumulate meeting absences at the discretion of the Executive Council.

3. Event Attendance

- a. Members of the Student Government Association are expected to attend events in their entirety or for an assigned amount of time as representatives. These events include but are not limited to SGA sponsored or hosted events.
- b. The Executive Council shall have the authority to determine if attendance at an event is expected and must announce this at least seven days before the start of the event.
- c. Event absences will accumulate to require disciplinary action:
 - i. Two unexcused event absences will result in one unexcused meeting absence.
 - ii. One unexcused event absence and one excused event absence will result in one excused meeting absence.
 - iii. Two excused event absences will result in one excused meeting absence.

4. Miscellaneous Attendance Guidelines

- a. Committee attendance is at the discretion of the respective Vice Presidents.

- b. The Executive Council meeting attendance policy is at the discretion of the President.
- c. The Vice President of Marketing and Communications shall be responsible for notifying members about their status after each absence.

5. See Appendix A for a chart of attendance policies.

BYLAW XIII - Allocation Procedure

The Finance Committee and General Assembly shall follow the procedure described in the Student Organization Financial Handbook when slating and allocating funds to student organizations.

BYLAW XIV - Subsidiary Relationships

1. Based on the financial relationship between SGA and subsidiaries, it is necessary for SGA to maintain a level of oversight of all subsidiaries.
2. SGA has the authority to require subsidiaries to attend semester meetings for reviews and updates.

BYLAW XV - Student Wages

Student wages will not be funded through SGA, unless a two thirds majority vote by the General Assembly consisting of three quarters of active voting members, approves of the expenditure.

BYLAW XVI - Disciplinary Proceedings

1. The SGA Executive Council shall have the authority to enter disciplinary proceedings for alleged violations of Oath of Office, the Code of Ethics, or misconduct by a Senator or Executive in their role in SGA.
2. Any SGA Executive who is named in a complaint shall recuse themselves from all discussions and decisions regarding the handling of that complaint.
3. Handling Complaints
 - a. Any member of the student body, staff, or faculty of Drury University may file a formal complaint against a member of the General Assembly.
 - b. Disciplinary Proceedings may only begin after the filing of a formal complaint against a Senator or Executive.
 - c. Complaints shall only be considered formal and actionable if the following conditions are met:
 - i. Complaints must be submitted in writing, through email, or through other official channels such as online forms.
 - ii. Complaints must be attached to a specific actionable incident or behavior.
 - iii. Complaints must be submitted with evidence of that behavior having occurred.
 - iv. Complaints must be submitted in a timely manner.

- v. Anonymous complaints will not be considered as a formal complaint.
 - vi. All Articles of Impeachment referred to this process shall be considered formal and actionable.
- d. The Executive Council shall send notice of receipt shall be sent to individuals who have filed a formal, actionable complaint.
 - e. Kept disciplinary records may be brought forward during Impeachment Proceedings if relevant to the behaviors expressed in the Articles directly correlate with previous disciplinary complaints or actions.

4. Pre-Disciplinary Meeting

- a. The Executive Council shall convene to discuss any formal, actionable complaints to determine if the alleged behavior is a violation of the Code of Ethics or Oath of Office, or if the behavior stands as misconduct in the execution of duties of their Office.
- b. If the determination is made that the behavior is to be formally addressed, the Executive Council will send notice to the named party to appear for a Disciplinary Meeting. Notices must be sent within three (3) business days of the Pre-Disciplinary Meeting.
- c. If the determination is made that the behavior does not warrant formal addressing, the Executive Council will designate an appropriate Executive or the SGA Advisor to speak directly with the named party regarding the complaint.
- d. In extreme cases, received complaints may be considered severe enough for Executives to draft Articles of Impeachment. If Articles of Impeachment are to be drafted, this process shall defer to the Impeachment Proceedings.

5. Disciplinary Meeting

- a. The Executive Council shall convene a disciplinary meeting to discuss the complaint with the named party no more than seven (7) business days from the date of notice is sent.
- b. This notice shall include the nature of the complaint and any relevant details and documents.
- c. The Disciplinary Meeting shall consist of, at minimum, the SGA President, an additional Vice President, and the SGA Advisor. Additional Vice Presidents may be added at the discretion of the Executive Council based on the severity of Complaint.
- d. One member of the Executive Council shall be designated to explain the nature of the complaint and the rationale for moving to a Disciplinary Meeting.
- e. The named party of the complaint shall be allowed the opportunity to explain and defend their behavior.

- f. The named party shall be allowed the opportunity to bring a supporting advisor with them to the Disciplinary Meeting. However, this individual may not advocate on their behalf.
- g. Disciplinary Meetings may be recorded if desired by the named party.
- h. After the conclusion of the Disciplinary Meeting, a formal letter regarding assigned sanctions and outcomes shall be sent to the named party, the SGA Advisor, and the Executive Council no later than three (3) days after the Disciplinary Meeting.
- i. This letter shall be considered an official disciplinary record.

6. Sanctions and Outcomes

- a. During the Disciplinary Meetings the named party and the Executive Council will discuss appropriate sanctions and outcomes to address the misbehavior. Sanctions will be formalized by the letter sent after the Disciplinary Meeting.
- b. The SGA Executive Council will be limited in their ability to apply sanctions and outcomes. Sanctions and outcomes may only be imposed within the jurisdiction of the official SGA roles and responsibilities of the named party and their office.
- c. The SGA Executive Council will not have the power to assess fines or other monetary penalties.
- d. Sanctions may include:
 - i. Written warning
 - ii. Presentation for the General Assembly regarding a project of interest or proposal of action.
 - iii. Committee Reassignments/Suspensions/Removals
 - iv. Community Service with a registered 501(c)3 non-profit organization not to exceed five completed hours.
 - v. Impeachment as governed under the Impeachment Proceedings
 - vi. Other sanctions and outcomes agreed to by the named party and Executive Council during the Disciplinary Meeting

7. Appeals

- a. Senators and Executives who disagree with the sanctions and outcomes set forth by the Executive Council are granted a right to appeal.
- b. A Notice of Appeal must be sent to the Executive Council and the SGA Advisor no later than two (2) days after the receipt of the Disciplinary letter.
- c. The Appeals Process
 - i. After receiving a Notice of Appeal, the SGA Executive Council will create a Sanction Dispute Letter to be sent to the General Assembly containing the initial complaint, the Disciplinary letter, and the Notice of Appeal.

- ii. The Sanction Dispute Letter must be sent no later than three (3) business days after receiving the Notice of Appeal from the named party.
 - iii. The Appeal will be scheduled for the next SGA General Assembly session but shall be held no sooner than three (3) business days after the Sanction Dispute Letter is sent to the General Assembly.
 - iv. The Appeal will be heard by the General Assembly as the final agenda item for this meeting.
 - v. A designated member from the Executive Council shall present the complaint to the General Assembly, as well as a brief rationale regarding the sanctions and outcomes approved by the Executive Council.
 - vi. The named party will then be granted ten (10) minutes to present counter arguments and evidence and present the General Assembly with a revised set of sanctions.
 - vii. The General Assembly will be granted 15 minutes to ask questions of the designated representative of the Executive Council and the named party.
 - viii. A 2/3 majority vote of those seated in the General Assembly will be required to render a decision in adopting sanctions.
 - 1. A vote in the affirmative will adopt the sanctions as proposed by the named party.
 - 2. A vote in dissent will leave the sanctions and outcomes of the Executive Council in place.
 - ix. Any Senator or Executive, including the named party, who was present in the Disciplinary Meeting shall recuse themselves from voting.
8. No Senator or Executive who has taken part in a resolution for an infraction through a Disciplinary Meeting shall be allowed to then present Articles of Impeachment for said infraction.
9. No Senator or Executive shall present Articles of Impeachment for said infraction if an Appeal of Sanctions and Outcomes is granted by the General Assembly during a Sanction Dispute.
10. Automatic Filing of Articles of Impeachment
- a. If any standing member of the General Assembly has accrued and been sanctioned for more than two (2) complaints for identical infractions of the Code of Conduct or Oath of Office, or for misconduct in their duties, may receive Articles of Impeachment with the filing of a formal, actionable complaint for a third offense.
 - b. Any standing member of the General Assembly who receives three (3) or more formal, actionable complaints for the same infraction of the Code

of Ethics or Oath of Office, or for misconduct in their duties, shall be considered to have sponsored Articles of Impeachment, even without the sponsorship of a member of the Executive Council, if Articles of Impeachment are filed.

BYLAW XVII - Administrative Removal from Office

1. The Executive Council is granted limited authority to administratively remove a Senator or other Executive Council member from their elected office.
2. The Executive Council may administratively remove an SGA member for any of the following reasons without approval from the General Assembly:
 - a. Failure to meet the attendance requirements for membership as enumerated.
 - b. Failure to meet the GPA requirements for membership as enumerated Bylaw IX.
 - c. Receipt of notice of poor judicial standing as defined by the Office of Student Conduct.
 - d. Suspension or Expulsion of a member by the University for misconduct, or academic underperformance.
3. The SGA President shall send a formal Letter of Administrative Removal to the named party no more than seven (7) days after receipt of notice of cause for removal.
 - a. This letter shall include the stated reason for the Administrative Removal and must be signed by the SGA President and the Vice President of Communication and Public Relations.
 - b. If the SGA President is the named party, the responsibility for Administrative Removal shall fall to the next Vice President in the line of succession.
 - c. If the President or Vice President of Communications are the named party for removal, the next Vice President in the line of succession may sign the letter in place of the appropriate office.
4. Senators and Executive Council members removed through this process under 2b, 2c, or 2d shall be barred from being appointed to positions outside of a general election by the student body.
5. Executive Council members removed by this process under 2b, 2c, or 2d shall be barred from being appointed to further Executive office in the Student Government Association outside of a general student body election.
6. Senators and Executive Council members shall be unable to appeal their Administrative Removal.

BYLAW XVIII - Impeachment Proceedings

1. Any elected or appointed member of the General Assembly may be impeached. Any elected or appointed member of the General Assembly may bring forward Articles of Impeachment.
2. The grounds for impeachment must be related to their duties as assigned by the SGA Constitution, Bylaws, or Oath of Office, or violations of the Code of Ethics.
3. Submission of Articles of Impeachment
 - a. Articles of Impeachment must be filed with the Executive Council and SGA Advisor.
 - b. These articles shall contain an explanation of the behaviors or actions considered by the filing party to be incongruent with the Governing Documents and Code of Ethics. Evidence of these behaviors or actions must be submitted with the Articles of Impeachment.
 - c. The Executive Council and the SGA Advisor shall review the Articles as presented at the following meeting of the Executive Council or shall call a special meeting to review if no meeting is scheduled within ten (10) days of receipt.
 - d. If the Articles are filed against an Executive Council member, that individual shall recuse themselves from the review of the Articles of Impeachment.
 - e. Articles of Impeachment will require sponsorship by a single member of the Executive Council or the SGA Advisor to proceed forward for consideration by the General Assembly.
 - f. If the filed Articles fail to achieve this sponsorship, the complaint will be resolved using the disciplinary proceedings as documented in Bylaw XV. The SGA President shall notify the filing party as to the failure of the Articles to gain sponsorship and shall provide a rationale as to the reason for proceeding forward under disciplinary action.
 - i. This notice shall be provided by the Vice President of Student Life if the SGA President is the named party in the Articles of Impeachment.
 - g. If the field Articles are sponsored by a member of the Executive Council or SGA Advisor, the complaint will be resolved using the Impeachment Proceedings under Bylaw XVII, Section 4.

4. Impeachment by the General Assembly

- a. The SGA General Assembly will hold Impeachment Proceedings if the Articles of Impeachment receive the necessary sponsorship. A special session may be called by the SGA President, or by the appropriate chair as designated in the line of succession if Articles were filed against the SGA President.
- b. Notice of this session must be presented to the General Assembly no fewer than seven (7) days prior to the convening of the session.

- c. The notice of the session shall not contain details regarding the articles of impeachment but shall provide notice to attend.
 - d. At written request of the named party, the EC may disclose the details of the article of impeachment prior to the special session.
 - e. The named party in the Articles shall be allowed to bring an advisor with them to assist in supporting the party and managing evidence and assets to their defense.
 - f. Minutes of this session shall be kept, but not published to the student body.
 - g. The chair shall read the Articles of Impeachment as filed in their entirety to open the proceedings. This will include providing the General Assembly with any supporting evidence or information filed with the Articles.
 - h. After the reading of the Impeachment Articles, the named party shall be allotted 10 minutes with which they are able to speak to their own defense. A five (5) minute recess may be called by the chair following this statement.
 - i. After the initial statement from the named party has been completed, the General Assembly will be given time for questioning. After fifteen (15) minutes, a five (5) minute recess shall be called for by the chair.
 - j. The General Assembly may have a maximum of two (2) questioning periods.
 - k. Questions may only be asked of the named party or the filing party.
 - l. After the completion of the question periods, the named party will be dismissed from the proceedings. Regular debate and voting shall ensue.
 - m. The named party may leave the Impeachment Proceedings at any time. The named party shall not be required to answer any question against their will.
 - n. A two-thirds majority of those seated will result in immediate removal from office.
 - o. The chair shall notify the named party at least three (3) hours after the vote occurred.
5. Members of the General Assembly who have been impeached are removed from the body and are ineligible to return to the General Assembly through general election or appointment.

BYLAW XIX - Resignations of Office

1. Senators or Executive members seeking to resign from their office must submit an official notice of resignation to the Executive Council and the Advisor of SGA.
2. Resignations will be considered binding upon receipt and may not be overturned.

3. Executives who have resigned from office shall be barred from holding further Executive positions within the Student Government Association unless a resignation falls into the following categories:
 - a. Resignation for medical withdrawal or similar process from the University.
 - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
 - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.
4. Senators who have resigned from office shall be barred from being appointed to positions outside of a general election by the student body, unless a resignation falls into the following categories:
 - a. Resignation for a medical withdrawal or similar process from the University
 - b. Resignation for participation in Study Abroad, or academic internship/practicum that will prohibit the student from residing within commuting distance of the University.
 - c. Resignations for unavoidable academic conflict as determined by the Registrar's Office, Academic Advisor, and SGA Advisor.

BYLAW XX – Disciplinary Records

Disciplinary Records created under Disciplinary Proceedings, Executive Removal from Office, or Impeachment Proceedings shall be kept confidential until the named party has matriculated or for four (4) years, whichever comes first, or as allowed by the named party through the proceedings as mentioned above.

APPENDIX A- Attendance

1. Excused and Unexcused absences include, but are not limited to the following:

Excused Absences	Unexcused Absences
Serious illness or medical appointment	Disinterest in event
Required class activity	Personal appointment
Sanctioned University activity	Work commitments
Appointments or events requiring your attendance by law	
Religious events or holidays that prohibit your participation	
Family or personal emergencies	