

# Student Government Association of East Carolina University Bylaws

## Table of Contents

Article I. Student Assembly	p. 1
Article II. Officers of the Student Assembly	p. 5
Article III. Executive Cabinet	p. 6
Article IV. Budget and Finance	p. 9
Article V. Elections	p. 12
Article VI. Training and Transitions	p. 21
Article VII. Summer Session	p. 22
Appendix 1: Judicial Review and Hearing Processes	p. 22
Appendix 2: Elections	p. 26
Appendix 3: Traditions	p. 28

## Article I. STUDENT ASSEMBLY

### SECTION ONE – SESSIONS OF THE STUDENT ASSEMBLY.

- A. The Student Assembly shall be in session from the installation of Student Assembly Representatives in the spring semester to the installation of the Student Assembly Representatives in the following spring semester.
- B. Meetings
  - i. The Student Assembly shall meet weekly at minimum with all regularly scheduled meetings being held on weekdays after 6:00pm.
  - ii. The Standing Rules of the Student Assembly shall govern Meetings of the Student Assembly.
  - iii. The Speaker of the Student Assembly may call a special meeting of the Student Assembly at any time. He or she shall notify all representatives at minimum forty-eight (48) hours in advance.
  - iv. The Speaker of the Student Assembly shall set the following semester's meeting time prior to the start of class registration for that semester.
  - v. If a regularly scheduled meeting of the Student Assembly should need to be cancelled, the Speaker of the Student Assembly may cancel a meeting of the Student Assembly in advance with the approval of two-thirds of the Executive Council.

### SECTION TWO – REQUIREMENTS.

- A. All members of the Student Assembly are required to serve on at least one (1) Standing Committee.
- B. Members of the Student Assembly are allowed two (2) unexcused absences, as defined in Appendix 1, each semester.
  - i. An unexcused absence from a meeting of the Student Assembly shall be defined as one (1) unexcused absence.
  - ii. An unexcused absence from a meeting of a Standing Committee shall be defined as one-half (1/2) of an unexcused absence.
- C. Representatives shall dress in business casual clothing for all meetings of the Student Assembly and Student Assembly Committee meetings. Hats, shorts, and flip-flops shall not be worn to meetings of the Student Assembly. Identifying violations of this rule will be up to the discretion of the Speaker of the Student Assembly.
- D. Office Hours
  - i. Members of the Student Assembly are required to complete two (2) office hours each week.
  - ii. Office hours can be classified as:

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- a. Physically being in the Student Government Association Office.
    - 1. Representatives from Health Sciences major areas may complete office hours at the Health Sciences Campus with written permission from the Student Body Attorney General.
  - b. Tabling at SGA sponsored events
  - c. Attending Faculty Senate meetings
  - d. Special circumstances may be added at the Student Body Attorney General's discretion
    - 1. Representatives must contact the Student Body Attorney General in writing at least 48 hours prior to the due date to be considered.
    - 2. Assembly meetings, Standing Committee meetings, and Executive Cabinet meetings do not qualify as office hours.
- iii. Office hours are to be completed prior to 11:59 p.m. on the Sunday of each week during which office hours are required to be completed.
- a. Office hours are to be recorded or submitted in the manner prescribed by the Student Body Attorney General in prior writing.
  - b. Failure to record or submit office hours in the manner prescribed by the Student Body Attorney General prior to 11:59 p.m. on the Sunday of each week during which office hours are required to be completed is to be considered the same as not completing them at all.
  - c. Excused absences from office hours will be handled at the Student Body Attorney General's discretion.
    - 1. Representatives must contact the Student Body Attorney General in writing at least 48 hours prior to the due date to be considered excused.
- iv. Failure to meet the office hours requirement outlined in Article I, Section 2, Subsection D of these Bylaws will be defined as one – half (1/2) of an unexcused absence.
- E. Involvement
- i. Representatives shall be required to attend two (2) Student Government Association sponsored events per semester;
  - ii. A sponsored event shall be defined as an event that is planned by a Student Government Association committee or an event which is sponsored through partnership by a committee or the Executive Cabinet;
  - iii. The Student Body Secretary shall enforce this requirement;
  - iv. If there are no sponsored events in a given semester, this requirement shall not be enforced.
  - v. Failure to meet the event attendance requirement outlined in Article I Section 2 Subsection E of these Bylaws will be defined as one (1) unexcused absence.

### **SECTION THREE – REPRESENTATION.**

- A. The Student Assembly shall be composed of students according to the following guidelines:
  - i. Class Representatives:
    - a. There shall be one member of the Student Assembly representing each of the four undergraduate classifications:
      - 1. Freshman Class Representative
      - 2. Sophomore Class Representative
      - 3. Junior Class Representative
      - 4. Senior Class Representative
    - b. The Sophomore Class Representative, Junior Class Representative, and Senior Class Representative shall be elected by the student body, or appointed through the process outlined in Article I, Section 4.
    - c. The students who participate in the Shipmates Program, overseen by the Director of First Year Programs, shall elect from among themselves the Freshman Class Representative, whose appointment must be approved by a two-thirds (2/3) vote of the Student Assembly.
      - 1. A candidate may be nominated by obtaining a majority affirmative vote from the active and present freshmen members in the first-year program.
      - 2. If one candidate does not obtain a majority vote, then the two candidates with the highest number of votes will enter a runoff election.

3. In the case of a tie, the Director of First Year Programs will break the tie as the chair of the meeting.
  4. The freshmen who participate in the first-year program will vote for the Freshman Class Representative via a secret ballot.
  5. If confirmed, the new Freshman Class Representative must be both a member of the Student Assembly and remain an active member of the first-year program.
  6. In the event the elected Freshman Class Representative seat is vacant, the freshmen who participate in the first-year program will follow the process outlined in Article I, Section 3, Subsection A, Subsubsection i, Subsubsubsection c of these Bylaws.
- ii. College and School Representatives:
    - a. The remaining fifty-six (56) seats will be proportionally allocated to the following colleges, schools, and academic units:
      1. Brody School of Medicine
        - a. The Brody School of Medicine Representatives will be elected during elections for the Brody School of Medicine Medical Student Council prior to the conclusion of the East Carolina Fall Academic Calendar. Each representative will serve a term running from the Spring after their election through the following Fall.
      2. College of Allied Health Sciences
      3. College of Arts and Sciences
      4. College of Business
      5. College of Education
      6. College of Engineering and Technology
      7. College of Fine Arts and Communication
      8. College of Health and Human Performance
      9. College of Nursing
      10. The Graduate School and Non-Degree Seeking Graduate Students
      11. School of Dental Medicine
      12. Honors College
    - b. The apportioning of these remaining fifty-six (56) seats shall be done in the following manner:
      1. Each college, school, and academic unit listed in Article I, Section 3.A.ii shall be allotted two (2) seats.
      2. The remaining seats will be referred to as at-large seats and will be open to all eligible students per Article I, Section 2

#### **SECTION FOUR – STUDENT ASSEMBLY VACANCIES.**

- A. In the event of vacancies in the Student Assembly, the Speaker of the Student Assembly shall contact the Student Body Attorney General to publicize the vacancies to the student body.
- B. Candidates may only fill vacancies if they are currently enrolled in the college, class, or academic unit for the position for which they are applying.
- C. The Rules and Judiciary Committee shall be responsible for interviewing potential candidates.
- D. A majority vote by the Rules and Judiciary Committee shall be required to recommend the candidate(s) to the Student Assembly for a vote.
- E. A two-thirds (2/3) vote of the Student Assembly is needed before a recommended candidate can become a member of the Student Assembly.

#### **SECTION FIVE – DUTIES OF STANDING COMMITTEES.**

- A. Rules and Judiciary Committee
  - i. Shall approve individuals to fill vacancies within the Student Assembly, as outlined in Article I, Section 4 of the Bylaws.
  - ii. Shall review all legislation for constitutionality.
  - iii. Shall, as needed, carry out the processes for Judicial Review or a Judicial Hearing.
    - a. The Judicial Hearing Process and Judicial Review Process may be found in Appendix 1.
- B. Financial Affairs and Appropriations Committee

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- i. Shall advocate on monetary issues and promote monetary projects to and for the general student population.
    - ii. Shall be responsible for the disbursement of funds to student organizations through the Appropriations Process.
      - a. To ensure fair representation of student organizations during the Appropriations Process, at minimum one (1) graduate student holding any seat in Assembly and one (1) School of Dental Medicine or Brody School of Medicine representative must have voting seats on the Financial Affairs and Appropriations Committee.
  - C. Marketing and Communications Committee
    - i. Shall develop and implement communication strategies for the Student Government Association;
    - ii. The committee, as overseen by the Director of Marketing and Communications, shall manage communications between the Student Government Association and the student body.
    - iii. Shall assist the Director of Marketing and Communications in the maintenance of Student Government Association social media outlet accounts, including but not limited to:
      - a. Facebook
      - b. Twitter
      - c. Instagram
    - iv. Shall assist the Director of Marketing and Communications in the maintenance of the Student Government Association website.
  - D. Academic Affairs Committee
    - i. Shall, as overseen by the Director of Academic Affairs, serve as a liaison between the Student Government Association and the Career Center, Joyner Library, and the Pirate Academic Success Center.
    - ii. Shall disseminate information regarding academic policies and pending academic policies of East Carolina University and the University of North Carolina to the student body.
    - iii. Shall disseminate scholarship information to the student body.
  - E. University Affairs Committee
    - i. Shall, as overseen by the Director of University Affairs, represent the interests of the student body as it pertains to East Carolina University Campus Living, Campus Dining, Student Activities and Organizations, Athletics, and the Division of Student Affairs.
    - ii. Shall examine and promote the policies, procedures, and initiatives of East Carolina University as they pertain to the student experience.
  - F. Local and State Affairs Committee
    - i. Shall, as overseen by the Director of Local and State Affairs, advocate on behalf of the student body regarding actions taken by the City of Greenville, Pitt County, and the State of North Carolina.
    - ii. Shall promote, develop, and facilitate a relationship between the Student Government Association and the Greenville City Council.
    - iii. Shall promote, develop, and facilitate a relationship between the Student Government Association and the Pitt County Board of Commissioners.
    - iv. Shall promote, develop, and facilitate a relationship between the Student Government Association and the members of the North Carolina Senate for Districts Five (5) and Seven (7).
    - v. Shall promote, develop, and facilitate a relationship between the Student Government Association and the members of the North Carolina House of Representatives for Districts Eight (8), Nine (9), and Twenty-Four (24).
  - G. Equity and Intercultural Engagement Committee
    - i. Shall, as overseen by the Director of Equity and Intercultural Engagement, serve as a liaison between the Student Government Association and the Department of Intercultural Affairs, including but not limited to the Ledonia Wright Cultural Center, the Dr. Jesse R. Peel LGBTQ Center, and the Women and Gender Office.
    - ii. Shall advocate on behalf of the student body on policies and procedures relating to cultural understanding, equity, and Title IX adherence.
    - iii. Shall disseminate pertinent information regarding resources produced and delivered by the Department of Intercultural Affairs to the student body.
  - H. Community Outreach Committee
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- i. Shall, as overseen by the Director of Community Outreach, promote, develop, and maintain relationships with the Robert Wright Society, the City of Greenville Community, and other Student Government Association philanthropic partners.
- ii. Shall develop and maintain projects for the Student Government Association aimed at improving the experiences of East Carolina University students in the Greenville Community, both for on-campus and off-campus residents.

#### **SECTION SIX – LEGISLATIVE PROCEDURES.**

- A. All legislation shall be submitted to the Speaker of the Student Assembly for review and designation of legislative numbering.
  - i. Student Assembly Bill: AB S-XX
  - ii. Student Assembly Resolution: AR S-XX
  - iii. General Motion: GM S-XX
  - iv. “AB,” “AR,” and “GM” are abbreviations for the type of legislation being numbered.
  - v. “S” is a place holder for the number of the Session of the Student Assembly.
  - vi. “XX” is a place holder for the sequential number of legislation.
  - vii. For example, the first Assembly Bill introduced in the Fourth Session of the Student Assembly would be designated: AB 4-01.
  - viii. All legislation introduced in the Student Assembly shall be given a legislative number prior to its First Reading.”
- B. The Speaker of the Student Assembly shall distribute a copy of legislation to all members of the Student Assembly at least 24 hours in advance of the First Reading. This copy may be distributed by the method of the Speaker of the Student Assembly’s choosing.
- C. Quorum, defined as two-thirds (2/3) of current members of the Assembly, must be present for legislation to be voted upon.
- D. If quorum is not met, the body may meet as a committee. The committee can submit a recommendation to a Standing Committee for review and presentation at the following meeting of the Student Assembly.
- E. The Student Body Secretary shall then report the legislation to the Student Assembly by reading the text of the legislation aloud on the floor of the Student Assembly; First Reading.
- F. All legislation shall be referred to a standing committee of the Student Assembly by the Speaker of the Student Assembly.
  - i. The Student Assembly shall have the authority to suspend the rules by a two-thirds (2/3) vote in order to entertain a motion to adopt the legislation without being referred to a committee.
  - ii. If the legislation is referred to a committee, the committee to which the legislation was referred shall review legislation and report their evaluation to the Student Assembly following the Second Reading of the legislation.
- G. The Second Reading of the legislation shall occur no later than two (2) regularly scheduled meetings following the First Reading.
- H. The Third Reading will take place after all debate has concluded on legislation and directly before a vote on final passage; the legislation shall be read as amended.
- I. If the Student Assembly adopts the legislation, the original copy of the legislation shall be sent to the Student Body President for signature or veto.
- J. If the Student Body President signs the legislation, the original copy of the legislation shall be given to the Student Body Secretary for record keeping.
- K. If the legislation is vetoed, the Student Body President shall return the legislation to the Student Assembly with a written explanation of the reasoning for the veto.
- L. If the Student Body President fails to act on legislation within ten (10) university calendar days (excluding holidays, reading days, or official university closings), it shall be returned to the Speaker of the Student Assembly and considered law. The Student Body Secretary shall record the day and time on the original copy of the legislation and store the legislation for record keeping.
- M. After legislation fails or is tabled, the contents of that legislation or the principle provisions of its subject matter shall not be embodied into any other legislation during the current half of the legislative session where, “half,” is defined as one (1) semester.

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## **Article II. OFFICERS OF THE STUDENT ASSEMBLY**

### **SECTION ONE – SPEAKER OF THE STUDENT ASSEMBLY.**

- A. Shall coordinate the day-to-day operations of the Student Assembly, including but not limited to:
  - i. Communicating with Representatives;
  - ii. Enforcing the rules of the Student Assembly;
  - iii. Ensuring that all actions of the Student Assembly are completed in a timely and organized manner, as dictated by the Standing Rules of the Student Assembly.
- B. Shall provide administrative and logistical support for all Committees of the Student Assembly, assisting with the formation of committee practices and communication structures required by the Standing Rules of the Student Assembly.
- C. Shall be required to maintain ten (10) office hours per week.
- D. Shall serve as an ex-officio member of the Executive Cabinet.
- E. Shall serve as an ex-officio member of the Executive Council.

### **SECTION TWO – STUDENT BODY ATTORNEY GENERAL.**

- A. In the absence of the Speaker of the Student Assembly the Student Body Attorney General, in addition to presiding over meetings of the Student Assembly, shall perform all other duties of the Speaker of the Student Assembly.
- B. Shall record the fulfillment or lack thereof of all requirements of all members of the Student Government Association, including but not limited to:
  - i. Performance of office hours;
  - ii. Attendance.
- C. Shall, through an application process, submit recommendations to the Student Assembly for the Elections Commission Chair and Vice Chair.
- D. Shall chair the Rules and Judiciary Committee.
- E. Shall be required to maintain eight (8) office hours per week.
- F. Shall serve as an ex-officio member of the Executive Cabinet.
- G. Shall serve as an ex-officio member of the Executive Council.

### **SECTION THREE – STUDENT BODY SECRETARY.**

- A. Shall maintain all records of the Student Assembly and the Executive Cabinet.
- B. Shall keep records of all actions, events, projects, and any other initiative in which the Student Government Association participates or facilitates.
- C. Shall compile the contact information of all members of the Student Government Association and maintain records of the contact information of past members of the Student Government Association.
- D. Shall be required to maintain eight (8) office hours per week.
- E. Shall serve as an ex-officio member of the Executive Cabinet.
- F. Shall serve as an ex-officio member of the Executive Council.

## **Article III. EXECUTIVE CABINET**

### **SECTION ONE – COMPOSITION.**

- A. Student Body President
  - i. Shall serve as the primary representative of the student body in dealings with faculty, university administration, the Board of Trustees, and the Board of Governors.

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- ii. Shall attend meetings of the Student Assembly.
  - iii. Shall appoint Directors, Non-Standing Directors, and Non-Standing Executive Committees in conjunction with the counsel of the Student Body Vice President
  - iv. Shall appoint students to represent the student body on University Standing Committees, Faculty Senate Committees, or any other committee necessitating student representation where representatives are not already provided for in the Student Government Association Constitution.
  - v. Shall enforce all laws of the Student Government Association that are within their jurisdiction.
  - vi. Shall chair the Executive Cabinet.
  - vii. Shall be required to maintain ten (10) office hours per week.
  - viii. Shall serve as an ex-officio member of the Executive Council.
- B. Student Body Vice President
- i. Shall serve in the absence of the Student Body President and perform all duties and responsibilities of the office, including but not limited to:
    - a. Representing the Student Body at public functions;
    - b. Chairing meetings.
  - ii. Shall assist the Student Body President in welcoming official guests, visitors to the university, and with students from other colleges and universities.
  - iii. Shall assist other members of the Executive Cabinet with the coordination and logistics of events and programs undertaken by the Student Government Association.
  - iv. Shall, on behalf of the Student Body President, supervise other members of the Executive Cabinet.
  - v. Shall, promote, develop, and facilitate a relationship between the Student Government Association and student organizations, student leaders, and organizations that are a part of the university community.
  - vi. Shall assist the Student Body President in the appointment of Directors, Non-Standing Directors, and Non-Standing Executive Committees
  - vii. Shall serve as the liaison for Homecoming and other sponsorship agreements.
  - viii. Shall oversee the transition process for Directors.
  - ix. Shall attend meetings of the Student Assembly
  - x. Shall be required to maintain ten (10) office hours per week.
  - xi. Shall serve as an ex-officio member of the Executive Council.
- C. Student Body Treasurer
- i. Shall chair the Financial Affairs and Appropriations Committee.
  - ii. Shall direct the Financial Affairs and Appropriations Committee in advocating on monetary issues and promoting monetary projects to and for the general student population.
  - iii. Shall direct and organize the Appropriations Process, receiving organization requests and serving as the chief liaison between student organizations and the Financial Affairs and Appropriations Committee.
  - iv. Shall be required to maintain ten (10) office hours per week.
  - v. Shall serve as an ex-officio member of the Executive Council.
- D. Director of Academic Affairs
- i. Shall chair the Academic Affairs Committee.
  - ii. Shall direct the Academic Affairs Committee in disseminating information regarding the current and pending academic policies of East Carolina University and the University of North Carolina to the student body.
  - iii. Shall direct the Academic Affairs Committee in disseminating scholarship information to the student body.
- E. Director of University Affairs
- i. Shall chair the University Affairs Committee.
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- ii. Shall direct the University Affairs Committee in disseminating pertinent information to the student body regarding policies and procedures within the university, including but not limited to student affairs, athletics, housing, dining, and transit.
- F. Director of Local and State Affairs
- i. Shall chair the Local and State Affairs Committee.
  - ii. Shall direct the Local and State Affairs Committee in advocating on behalf of the student body regarding actions taken by the City of Greenville, Pitt County, and the State of North Carolina.
  - iii. Shall direct the Local and State Affairs Committee in developing beneficial relationships with the officials and lawmakers in the Greenville City area and Eastern North Carolina.
- G. Director of Equity and Intercultural Engagement
- i. Shall chair the Equity and Intercultural Engagement Committee.
  - ii. Shall direct the Equity and Intercultural Engagement Committee in advocating on behalf of the student body on policies and procedures relating to cultural understanding, equity, and Title IX adherence.
  - iii. Shall direct the Equity and Intercultural Engagement Committee in disseminating pertinent information to the student body regarding policies and procedures within the university, including but not limited to student affairs, athletics, financial affairs, and academic affairs.
- H. Director of Community Outreach
- i. Shall chair the Community Outreach Committee.
  - ii. Shall direct the Community Outreach Committee in promoting, developing, and maintaining relationships with the Robert Wright Society, the City of Greenville Community, and other Student Government Association philanthropic partners.
  - iii. Shall direct the Community Outreach Committee in developing and maintaining projects for the Student Government Association aimed at improving the experiences of East Carolina University students in the Greenville Community, both for on-campus and off-campus residents.
- I. Director of First Year Programs
- i. Shall design, promote, and maintain the First Year Program of the Student Government Association.
  - ii. Shall lead the members of the Student Government Association First Year Program in the election of the Freshman Class Representative from amongst themselves.
- J. Association of Student Governments Liaison
- i. Shall serve as one of the four representatives from East Carolina University with at least fifty percent of their work dedicated to the Association of Student Governments;
  - ii. Shall assist the Student Body President to coordinate the logistics needed for the campus delegation to the monthly meeting of the Association of Student Governments (i.e. delegate list, transportation, etc.);
  - iii. Shall work with the Association of Student Governments Vice President of Campus Outreach to coordinate an Association of Student Governments Executive Officer campus visit to East Carolina University each year;
  - iv. Shall work with the Student Body Treasurer in providing and educating students and student organizations in the process of applying for Association of Student Governments funding;
  - v. Additional responsibilities shall be found in the Association of Student Governments Constitution and Statutes.
- K. Director of Marketing and Communications
- i. Shall chair the Marketing and Communications Committee.
  - ii. Shall brand and market the Student Government Association.
  - iii. Shall maintain publication and media on behalf of Student Government Association.
  - iv. Shall manage all social media outlets.
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**SECTION TWO – MEETINGS OF THE EXECUTIVE CABINET.**

- A. The Executive Cabinet shall meet at least once weekly.
- B. The Student Body President shall chair Meetings of the Executive Cabinet.
  - i. In the absence of the Student Body President, the Student Body Vice President will chair the meeting in their stead.

**SECTION THREE – APPOINTMENT OF STANDING AND NON-STANDING DIRECTORS.**

- A. The Student Body President shall appoint Directors through an applicatory process.
  - i. Standing Directors must be members of the Student Assembly.
  - ii. Non-Standing Directors must meet the qualifications of the Student Assembly members as outlined in the SGA Constitution and may or may not be members of the Student Assembly.
- B. Applications should be made available to members of the Student Assembly, or members-elect, for a minimum of five (5) business days.
- C. Standing and Non-Standing Directors must be appointed by the Student Body President and confirmed by a majority vote of the Student Assembly.

**SECTION FOUR – REMOVAL OF DIRECTORS.**

- A. The appointed members of the Executive Cabinet, referred to as Directors, may be removed from their position on the Executive Cabinet (but not their position in the Student Assembly) by one of the following processes:
  - i. Removal by the Student Body President:
    - a. If the Student Body President determines that a Director is failing to carry out their duties in alignment with the vision and goals of the Student Body President, the Executive Cabinet, or the Student Assembly, the Student Body President shall have the authority to remove that individual from their position as a Standing Director.
  - ii. Removal by the Student Assembly:
    - a. If the Student Assembly determines that a Director is failing to carry out their duties in alignment with the vision and goals of the Student Assembly, the Student Assembly shall have the authority to remove that member through the following process:
      - 1. A motion of “No Confidence” must be moved and seconded in the Director in question.
      - 2. The motion must be adopted by the member in question by a majority vote of the Student Assembly.
    - b. If a Director is removed, the Student Body President shall appoint a successor who must be approved by a majority vote of the Student Assembly.

**SECTION FIVE – RESPONSIBILITIES OF DIRECTORS.**

- A. All Directors, including Non-Standing Directors, shall be required to maintain a minimum of five (5) office hours per week.
- B. Certain Directors may be required to maintain additional office hours as outlined in Article III Section 1 of these Bylaws.
- C. All Directors that chair a committee are responsible for completing meeting minutes for the previous week’s committee by Wednesdays at 5pm in conjunction with the Student Body Secretary’s duty to maintain proper records. Failure to do so results in a ½ unexcused absence for the Director.

**SECTION SIX – EXECUTIVE COUNCIL.**

- A. Composition

- i. The Executive Council shall be composed of the Student Body President, Student Body Vice President, Student Body Treasurer, Speaker of the Student Assembly, Student Body Secretary, and the Student Body Attorney General.

## **Article IV. BUDGET AND FUNDING**

### **SECTION ONE – BUDGET.**

- A. The Student Assembly shall determine the allocation and expenditure of all Student Government Association funds.
- B. The Student Body Treasurer, in conjunction with the Financial Affairs and Appropriations Committee, will be responsible for drafting the budget to be approved by the Student Assembly.
- C. The timeline for the drafting of a Budget for the Student Government Association shall be as follows:
  - i. The Finance Business Officer should submit to the Student Government preliminary projected figures of enrollment as well as fee revenue for the next year. It will be understood that these figures are only projections;
  - ii. The Student Body Treasurer and the Financial Affairs and Appropriations Committee shall prepare a budget to be presented to the Student Assembly for approval by a majority vote.
  - iii. The budget will then be submitted to the Student Body President for approval, or veto. If no action is taken within ten (10) university calendar days, the budget shall be deemed approved.

### **SECTION TWO – APPROPRIATIONS PROCESS.**

- A. The Student Government Association process for the appropriations of funds to student organizations shall be governed by the most recent edition of the Student Government Association Student Organization Funding Manual.

### **SECTION THREE – CO-SPONSORSHIPS.**

- A. Co-Sponsorship forms shall be picked up and completed by the organization or department requesting co-sponsorship. Supporting documents, such as price quotes and invoices, should be attached to the co-sponsorship form.
- B. In order to request a co-sponsorship with the Student Government Association, the Student Body Treasurer must be contacted by the organization or department requesting the co-sponsorship. The organization or department must provide sufficient supporting documentation in order for the co-sponsorship to be considered.
- C. A co-sponsorship shall be defined as follows for each group:
  - i. For a student not affiliated with a University approved student organization, he/she may apply to seek funding for any event to be held on the campus of East Carolina University or any educational or career oriented conference.
  - ii. For University approved student organizations, they may seek funding through a co-sponsorship for any event strictly affiliated with the Student Government Association.
  - iii. For University departments and colleges, co-sponsorships should be requested by a student, administrator or faculty member affiliated with the department or college. He/she may apply to seek funding for any event to be held on campus, or any educational or career oriented conference.
- D. Co-Sponsorship requests are reviewed by the Student Body Treasurer and shared with the SGA Executive Cabinet. The Student Body Treasurer may contact the organization to discuss the request or ask questions as needed.

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- E. The Student Body Treasurer shall contact the organization or department to arrange a meeting with the Executive Cabinet. This meeting shall be a forum to gather information from the organization, discuss the requested funds, and answer any questions.
  - F. Directly following the meeting with the organization or department, the Executive Cabinet will discuss the request and determine if funds will be awarded and/or the award amount.
  - G. The Student Body President and the Student Body Treasurer must co-sign the document to verify the allotment of funds.
  - H. The Student Body Treasurer should notify the organization or department of the co-sponsorship funding decision.
  - I. The Student Government Association Financial Advisor shall complete the transfer of funds process.
  - J. The Student Body Treasurer maintain all co-sponsorship files.

#### **SECTION FOUR – DISBURSEMENT OF FUNDS.**

- A. All financial transactions shall be facilitated, monitored, and reviewed by the Student Body Treasurer, Financial Affairs and Appropriations Committee, Student Government Association Advisor, and Student Government Association Financial Advisor.
- B. All disbursements must be signed by the Student Body Treasurer, Student Body President, Student Government Association Advisor, and Student Government Association Financial Advisor.
  - i. For disbursements of \$3,000 or more the signature of the Vice Chancellor of Student Affairs shall also be required.
- C. Monthly financial reports shall be made available to all student organizations, the Executive Cabinet, and the Student Assembly.

#### **SECTION FIVE – EMPLOYMENT AND RENUMERATION.**

- A. Officers of the Student Assembly shall be entitled to compensation as follows:
  - i. The Speaker of the Student Assembly shall receive a stipend of \$600/month, distributed twice monthly.
  - ii. The Student Body Attorney General shall receive a stipend of \$600/month, distributed twice monthly.
  - iii. The Student Body Secretary shall receive a stipend of \$450/month, distributed twice monthly.
- B. Members of the Executive Cabinet shall be entitled to compensation as follows:
  - i. The Student Body President shall receive a stipend of \$850/month, distributed twice monthly.
  - ii. The Student Body Vice President shall receive a stipend of \$750/month, distributed twice monthly.
  - iii. The Student Body Treasurer shall receive a stipend of \$600/month, distributed twice monthly.
  - iv. The Director of Marketing and Communications shall receive a stipend of \$250/month, distributed twice monthly.
  - v. The Director of Academic Affairs shall receive a stipend of \$250/month, distributed twice monthly.
  - vi. The Director of University Affairs shall receive a stipend of \$250/month, distributed twice monthly.
  - vii. The Director of Local and State Affairs shall receive a stipend of \$250/month, distributed twice monthly.
  - viii. The Director of Equity and Intercultural Engagement shall receive a stipend of \$250/month, distributed twice monthly.
  - ix. The Director of Community Outreach shall receive a stipend of \$250/month, distributed twice monthly.
  - x. The Director of First Year Programs shall receive a stipend of \$250/month, distributed twice monthly.

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- xi. The UNC Association of Student Governments Liaison shall receive a supplemental stipend, distributed twice monthly, from the East Carolina University Student Government Association if the stipend provided by the Association of Student Governments is less than \$250.
    - a. If the stipend received from the Association of Student Governments is less than \$250, the East Carolina University Student Government Association shall pay the UNC Association of Student Governments Liaison the difference.
    - b. If the stipend received from the Association of Student Governments is equal to or greater than \$250, the East Carolina University Student Government Association shall not provide a supplemental stipend for the UNC Association of Student Governments Liaison.
  - xii. Non-Standing Directors which have been appointed and confirmed in accordance with the East Carolina University Student Government Association Constitution and Bylaws shall receive a stipend of \$250/month, distributed twice monthly.
- C. The following members of the Elections Commission shall be entitled to compensation as follows:
- i. The Chair of the Elections Commission shall receive a stipend of \$200 for the General Election.
  - ii. The Vice-Chair of the Elections Commission shall receive a stipend of \$125 for the General Election.
- D. Stipend adjustments will be subject to the following limitations:
- i. Any increase or decrease in stipend must be approved as a General Motion by a two-thirds (2/3) affirmative vote in the Student Government Association Assembly following a presentation by the Student Body Treasurer. The Student Body Treasurer must be a primary sponsor of the General Motion.
  - ii. Any increase or decrease in stipend will not take effect until the following session begins.
  - iii. Stipend increases may not exceed ten percent (10%) of the previous year's stipend for officers. It is recommended that stipend pay is reevaluated every two (2) years.

## **Article V. ELECTIONS.**

### **SECTION ONE – ELECTIONS COMMISSION.**

- A. Qualifications
- i. Be enrolled as a full time student at East Carolina University;
  - ii. Be enrolled in a minimum of fifty percent (50%) of on campus classes during the fall and spring semesters;
  - iii. Not be found responsible for any academic or disciplinary sanctions during their time in office;
  - iv. File all required grade release documentation with the East Carolina University prior to taking office;
  - v. Have and maintain a minimum 2.500 cumulative grade point average and a minimum 2.500 semester grade point average as reported through the official student information system;
  - vi. Members of the Elections Commission must remain unbiased toward all candidates and cannot participate in any actions directed toward gaining support for a particular candidate. Failure to remain unbiased or failure to remain absent from the elections ballot can result in immediate removal from their position.
- B. Composition
- i. The Elections Commission shall be composed of a Chair, Vice-Chair, and Elections Commissioners, consisting of a minimum of eight (8) members and not more than twenty (20).

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- ii. The Chair and Vice-Chair of the Elections Commission shall be chosen prior to any other members through an application process. The Student Body Attorney General shall present two of the applicants to the Student Assembly for approval.
  - iii. The Student Assembly must approve the Elections Commission Chair and Vice-Chair prior to the last meeting of the spring semester.
  - iv. The members of the Elections Commission shall be chosen through an application process conducted through Engage, followed by an interview. The Elections Commission Chair and Vice-Chair will appoint the members of the Elections Commission to present to the Student Assembly for approval.
  - v. The Student Assembly must confirm all Elections Commission members, individually or as a commission, following the appointment by the Chair of the Elections Commission.
- C. Elections Commission Chair and Vice-Chair may serve more than once in consecutive years. Election Commission members may also serve more than one (1) term.
- D. No member of the Elections Commission may run or serve as a campaign partner at any point in the elections process.
- E. Replacement of Elections Commissioners
- i. If the Chair becomes unable to serve a full term for any reason, the Vice-Chair shall assume the Chair, for the duration of the term. The Student Body Attorney General shall appoint a new Vice-Chair from within the Elections Commission, who must be approved by a majority vote of the Student Assembly.
  - ii. If the Vice-Chair becomes unable to serve a full term for any reason, the Student Body Attorney General shall appoint a Vice-Chair from within the Elections Commission, who must be approved by a majority vote of the Student Assembly.
  - iii. If both the Chair and Vice-Chair of the Elections Commission are unable to serve the duration of the election process, the Student Body Attorney General will select replacements for both positions from within the Elections Commission.
  - iv. If a member of the Elections Commission is found to be in bias toward a particular candidate or ticket, a committee will be formed consisting of the Student Body President, Student Body Vice President, Speaker of the Student Assembly and the Student Body Attorney General. This committee shall meet within 48 hours of the violation and determine if the member is to be removed from their position on the Commission.
  - v. If the Student Body President, Vice President, Speaker of the Student Assembly cannot be present, the Student Body Attorney General shall appoint a member from the Rules and Judiciary Committee to serve in their absence.
  - vi. If the Student Body Attorney General is running for a position in office, or is unable to serve in their capacity, the Speaker of the Student Assembly shall select a member of the Rules and Judiciary Committee to serve in the capacity of the Student Body Attorney General.
- F. Requirements of the Elections Commission
- i. Meetings
    - a. The Chair and Vice-Chair of the Elections Commission shall meet with the Elections Advisor weekly beginning after their approval by the Student Assembly.
    - b. The Elections Commission shall conduct weekly meetings after the approval of Elections Commissioners by the Student Assembly, no later than two (2) months prior to the beginning of the filing period.
  - ii. Student Government Association Elections Events
    - a. The Elections Commission shall organize events aimed at increasing voter turnout as well as promoting the candidates and their platforms.
    - b. Elections events shall include, but are not limited to:
      - 1. Elections Candidate Debate
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2. "Voice Your Vote"
- iii. Under no circumstances will the Elections Commission offer incentives to students in exchange for voting in an election of the East Carolina University Student Government Association or for voting for a particular candidate or Executive Ticket.
    - a. Incentives shall include but are not limited to:
      1. Food
      2. T-shirts
      3. Prizes
      4. Giveaways
      5. Coupons or vouchers
      6. Raffles
      7. Materials donated from university sports teams or significant figures
    - b. This prohibition shall not be interpreted to prevent the Elections Commission from providing aid or services which are involved in the act of voting
    - c. Such services shall include but are not limited to: providing polling locations, providing devices to use in casting ballots, and offering transportation to or from polling locations
  - iv. Reports
    - a. The Elections Commission shall deliver monthly reports on its activities and plans to the Student Assembly.
    - b. The Elections Commission shall provide a written report detailing its activities and plans for the general election to the Executive Cabinet by its final meeting of the Fall Semester.
- G. Duties of the Elections Commission
- i. Duties of the Chair of the Elections Commission
    - a. Select members of the Elections Commissioners through an applicatory process on Engage and corresponding interview
    - b. Serve as the primary source of contact for all Student Government Association elections related information sources
    - c. Preside over all meetings of the Elections Commission
    - d. Ensure that all elections rules are upheld in conjunction with the Vice-Chair and Student Body Attorney General
    - e. Preside over the compulsory meeting
    - f. Monitor the online and on campus polls in conjunction with the Elections Vice-Chair
    - g. Publicly release elections results
  - ii. Duties of the Vice-Chair of the Elections Commission
    - a. Select Elections Commissioners with the Chair of the Elections Commission.
    - b. Assist with the organizations and scheduling of all Student Government Association elections related events
    - c. Record minutes and take attendance at each meeting of the Elections Commission
    - d. Assist the Chair of the Elections Commission and Student Body Attorney General in ensuring that all elections rules are upheld throughout the elections period
    - e. Maintain contact information for all candidates
    - f. Monitor the online and on campus polls in conjunction with the Chair of the Elections Commission
  - iii. Duties of Commissioners
    - a. Preside over Student Government Association elections
    - b. Assist the Chair and Vice-Chair of the Elections Commission in organizing and supervising all polling sites
    - c. Assist the Chair and Vice-Chair of the Elections Commission in ensuring that all elections rules are upheld throughout the elections period
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- d. Promote elections procedures
  - e. Maintain accessible Student Government Association elections information regarding elections procedures, guidelines, and important dates in the Student Government Association office
  - f. Publicize Student Government Association elections and maintain all Student Government Association elections social media accounts
- iv. Duties of the Elections Advisor
- a. Must maintain all email correspondence, Engage applications, and official records of the elections process.
  - b. Shall oversee and act in an advisory role throughout all elections proceedings.

## **SECTION TWO – CANDIDACY AND FILING.**

### **A. Scheduling**

- i. The Chair and Vice-Chair of the Elections Commission shall determine the dates and times of all Election events at least one (1) month prior to the commencement of the fall academic semester.
- ii. The timeline of events must be posted on the official Student Government Association website by the Student Government Association Elections Advisor no later than one (1) month prior to the first day of filing.

### **B. Spring General Election Timeline**

- i. The Elections Commission shall conduct an orientation meeting prior to the beginning of filing.
- ii. The Filing period shall be open for a minimum of seven (7) University calendar days where the filing period begins on a Wednesday at 8:00am and ends no later than 5:00pm on the first Friday of February.
- iii. Compulsory Meetings shall be conducted the first week of February, prior to the commencement of the campaigning period. Attendance will be taken at each meeting and is required by all candidates in order to qualify for an elected position.
- iv. The Elections Commission shall release a list of candidates and their respective platforms on the Student Government Association website, no later than forty-eight (48) hours after the compulsory meetings and prior to the beginning of the campaigning period.
- v. Campaigning shall begin at 8:00am on a Wednesday, no later than the second Wednesday in February.
- vi. Voting shall open at 8:00am on the Wednesday two weeks after the beginning of campaigning and shall close at 5:00pm on Friday of the same week.
  - a. The Brody School of Medicine representative elections shall take place as prescribed in Article I.3.A.ii.a.1.a.
- vii. Elections results shall be certified with the signature of the Chair of the Elections Commission, Vice-Chair of the Elections Commission, Student Government Association Elections Advisor, and Student Body Attorney General, no later than 8:00pm following the closing of the voting period.
- viii. The Elections Commission must announce the official results to the public immediately.
- ix. Any complaints regarding the election results must be filed on Engage within forty-eight (48) hours of the announcement of the election results.
- x. If needed, a runoff election shall occur as outlined these Bylaws or the Constitution of the Student Government Association of East Carolina University.

### **C. Candidate Qualifications**

- i. All candidates must meet the necessary requirements and qualifications listed in the Student Government Association Constitution for the position in which they are filing.
- ii. All candidates must have completed a minimum of twelve (12) credit hours at East Carolina University prior to filing for a position within the Student Government Association.

- iii. Candidates must file all required grade release documentation with East Carolina University at the time of filing.
- iv. Candidates that are found responsible to any academic or disciplinary sanctions at the time of filing will automatically be disqualified.
- v. All students seeking to hold an elected Student Government Association Position must complete the filing process.
- vi. All candidates must file for the office for which they are seeking election during the designated filing times and dates advertised by the Elections Commission.
- vii. The Student Government Association Code of Ethics shall be signed by every candidate upon filing and attending the compulsory meeting. It shall also be signed by every member of the Student Government Association that is elected or appointed in a manner other than the general election from January 29, 2020 forward.

#### D. Filing Process

##### i. Procedures

- a. The filing process will be conducted via Engage and administrative privileges will be given to the Elections Advisor, Chair of the Elections Commission, and the Vice-Chair of the Elections Commission.
- b. All Engage applications shall be time stamped as verification of submission and reported to the Student Government Association Elections Advisor.
- c. The Chair of the Elections Commission is responsible for sending a conformation email to all who file within twenty-four (24) hours of application submission. The email shall include the election rules and delivery request and read receipt request.

##### ii. Filing for Student Body President and Student Body Vice President

- a. All candidates will be assigned a ticket number for the duration of the elections period; a ticket shall be comprised of two individuals, one candidate for Student Body President and one candidate for Student Body Vice President.
- b. Both members running on the ticket shall file together and shall have agreed upon spending amounts for each member. The agreement shall be viewed by the Elections Commission on the date of filing.
- c. Ticket numbers will be determined by the submission of the first number of the ticket in the order in which applications are received via the Engage filing process.
- d. Candidates will be listed by position in numerically descending order of ticket number beginning with Ticket 1.
- e. Official action cannot be taken without two-thirds of the Elections Commission present and a majority voting for such action to be taken.

##### iii. Filing for Student Assembly

- a. All candidates shall file for a position on the Student Assembly for the college or academic unit in which they are currently enrolled in or for the class in which they are classified.

#### E. Compulsory Meeting

- i. There shall be a compulsory meeting at the conclusion of the filing period which shall convene according to the following guidelines:
  - a. All candidates must attend the compulsory meeting for the purpose of: explaining election rules, guidelines for the elections process, and conduct of the campaign.
  - b. The date of the compulsory meeting shall be determined prior to filing times and candidates should be made aware of the meeting date and time at the time of filing.
  - c. A current, updated list of the candidates and positions for which they are filing shall be presented at the compulsory meeting.



- d. Candidates and tickets shall submit a list of campaign partners on the “Campaign Partners” form. Candidates will be held responsible for all individuals associated with their ticket or candidacy.
- e. Attendance shall be taken for all candidates.

### **SECTION THREE – CAMPAIGN EXPENDITURES.**

- A. Each candidate shall sign and agree to the terms listed in the “Campaign Expense Agreement” at the Compulsory Meeting.
- B. Candidate/Ticket Expenditure Limit
  - i. Ticket Campaign Expenditures for President and Vice President
    - a. Each ticket shall not exceed the ticket campaign expenditure cap of \$1,100.
    - b. In the event of a runoff election, the ticket campaign expenditure cap shall be increased to an overall total of \$1,300.
    - c. The increased runoff cap only increases the original cap, it does not imply that campaigns can expend an additional \$1,300 beyond the original cap.
  - ii. Student Assembly Campaign Expenditures
    - a. Each candidate for the Student Assembly shall not exceed the Student Assembly campaign expenditure cap of \$250.
- C. Expense Report
  - i. Candidates and tickets shall complete a list of current expenses on the “Expense Report” form and submit to the Chair of the Elections Commission, as outlined in Appendix 2.
  - ii. Expense reports must be itemized and include the original receipts or invoices of all materials that will be used during the campaigning period.
  - iii. Candidates must include any donated materials on the “Expense Account Report” and must be marked at the fair market value with supporting receipts and/or invoices. Donated material will count toward the total expenditure.
  - iv. Any monetary or item donations from campaign partners must be reported.
  - v. Any use of money originating from student fees is strictly prohibited in any campaigning capacity.

### **SECTION FOUR – CAMPAIGN CONTRIBUTIONS.**

- A. A “Campaign Contribution” shall be defined as any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, gift, pledge or subscription of money or anything of value whatsoever including but not limited to signs, printed items, or other professional services provided to a candidate, a ticket, or a student considering filing for election to support or oppose the election of one or more clearly identified candidates. An “Offered Campaign Contribution” shall be defined as any written, verbal, or implied offer to make any such Campaign Contribution. The person(s), organization, or other such entity making the Campaign Contribution or Offered Campaign Contribution shall be referred to as the “contributing party.”
- B. Any ticket or candidate that has filed for office shall report any Campaign Contribution(s) or Offered Campaign Contribution(s) to the Elections Commission within 48 hours of the Campaign Contribution or Offered Campaign Contribution using such means as may be designated by the Elections Commission. If such a Campaign Contribution or Offered Campaign Contribution occurred prior to the ticket or candidate’s filing for office, it must be reported within 48 hours of filing for election. Failure to report any Campaign Contribution or Offered Campaign Contribution within the 48 hour period shall constitute a Tier I Violation. Failure to report any Campaign Contribution or Offered Campaign Contribution within 7 business days shall constitute a Tier III Violation.
- C. The report of a Campaign Contribution or Offered Campaign Contribution shall include the following information:
  - i. Name and address of the contributing party

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- ii. Relationship, if any, between the contributing party and East Carolina University or the University of North Carolina System
  - iii. Date of the Campaign Contribution or Offered Campaign Contribution
  - iv. Terms of the Campaign Contribution or Offered Campaign Contribution, including any conditions, prerequisites, promises, or options that may exist
  - v. A description of the Campaign Contribution or Offered Campaign Contribution
  - vi. Amount and/or monetary value of the Campaign Contribution or Offered Campaign Contribution
  - vii. Whether a Campaign Contribution or Offered Campaign Contribution was made
- D. A Campaign Contribution or Offered Campaign Contribution made by any employee, official, trustee, or any individual directly affiliated with East Carolina University or the University of North Carolina System that is not a registered student of East Carolina University is strictly prohibited as a Tier III Violation. This prohibition shall include Campaign Contributions or Offered Campaign Contributions made by any party or entity acting as an agent of any employee or other individual directly affiliated with East Carolina University or the University of North Carolina System that is not a registered student of East Carolina University.
- E. A Campaign Contribution or Offered Campaign Contribution made by any political party is strictly prohibited as a Tier III Violation. This prohibition shall include contributions made by any party or entity acting as an agent of any political party. This prohibition shall not include any contributions made by a registered student organization of East Carolina University.
- F. All Campaign Contributions or Offered Campaign Contributions must be reported. If a prohibited Campaign Contribution or Offered Campaign Contribution is received, it must be promptly returned or forfeited. All returned or forfeited contributions must be reported. The receipt and subsequent prompt return or forfeiture of a prohibited contribution shall not constitute a violation of any kind.
- G. If any student has a concern of any kind related to prohibited Campaign Contributions; the influence of outside parties or entities on student campaigns or elections; or other such activity or influence, then that student should contact the Elections Commission immediately.

#### **SECTION FIVE – CONDUCT OF THE CAMPAIGN.**

- A. Prohibited Campaign Areas
- i. Campaign materials, as defined in Appendix 2, may not be distributed and/or displayed at the sites listed in Appendix 2. Locations are subject to change year to year as Student Government Association and/or University Guidelines are altered.
- B. Campaign Materials
- i. All campaign materials shall not be displayed within twenty-five (25) feet of the polling sites during the elections period.
  - ii. Banners must comply with the University Solicitation Policy and must not contain vulgarity or slander towards any other ticket/candidate. The Chair of the Elections Commission must be notified of locations of the banner(s) no later than twelve (12) hours before placement of the banner for permission to hang the banner and to verify that the banner is being placed in an approved campaigning area, as defined in Appendix 2.
- C. Prohibited Campaign Activities
- i. The distribution of alcohol (including posted images) on behalf of, in representation of, or to advertise a campaign.
  - ii. Bribery to gain votes, as defined in the Appendix 2.
  - iii. The use of incentives, including but not limited to: food, coupons or vouchers, raffles, materials donated from university sports teams or significant figures.
- D. Removal of Materials
- i. All campaign materials, including the material used to hang the items must be removed within forty-eight (48) hours after the close of the elections period.
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**SECTION SIX – VIOLATIONS AND APPEAL PROCESS.****A. Elections Violations**

- i. Violations of any elections rules by a candidate, ticket, or campaign partner shall prompt an immediate investigation and subsequent hearing by the Elections Commission, no later than forty-eight (48) hours after the occurrence.
- ii. Persons found in violation of these Bylaws will be subject to sanctions by the Elections Commission.
- iii. A three tier penalty system will preside over any violations made during the campaigning period. A Tier I violation shall result in attributing one (1) strike to the candidate. A Tier II violation shall result in attributing two (2) strikes to the candidate. A Tier III violation shall result in attributing three (3) strikes to the candidate. If a candidate receives a total of three (3) or more strikes it shall result in disqualification. Violations are listed in Appendix 2.
  - a. For example: If a candidate receives one (1) Tier I violation and one (1) Tier II violation, that accumulates to three strikes and the candidate shall be disqualified.
- iv. Sanctions will be attributed to violations in each Tier or any other violations, to the discretion of the Elections Commission. Possible sanctions include, but are not limited to:
  - a. Suspension of social media accounts for a designated period of time
  - b. Removal of campaign materials
  - c. Restricted campaign areas
  - d. Probation/temporary suspension from campaigning
- v. If a candidate is found to be in violation of the qualifications for the office for which they have filed as defined in these Bylaws or the Constitution of the Student Government Association of East Carolina University, the candidate shall be disqualified.
- vi. If a ticket or candidate is found using a previous year's campaign site/social media profile or a site/social media profile previously created, a violation will be given for early campaigning.

**B. Appeal Process**

- i. If the candidate disagrees with the final decisions/sanctions of the Elections Commission, the Student Body Attorney General and the Rules and Judiciary Committee will hear the complaint in accordance with the process outlined in Appendix 2.
- ii. Any violation of the Student Code of Conduct during the campaigning period will result in sanctioning by the Elections Commission, as well as a referral to the Office of Students Rights and Responsibilities.
- iii. Intentionally falsifying a violation report on another ticket or individual to bring unnecessary sanctions to that ticket or individual will result in disqualification.
- iv. Candidates and tickets shall have the right to request Elections Commission meeting minutes and official evidence used for possible sanctioning.

**SECTION SEVEN – POLLING STATIONS.**

- A. Polling station operating hours will be left to the discretion of the Elections Commission. Polling sites will be announced and publicized throughout main campus and the Health Sciences Campus.
- B. Each polling location shall be supervised by at least two (2) members of the Elections Commission.
- C. The Elections Commission shall provide the following equipment and supplies at each polling station:
  - i. At least two (2) computer and/or iPad terminals
  - ii. Platform summaries, provided by each candidate or ticket will be available and in clear view for all voters.
- D. Standing polling locations may include, but are not limited to:
  - i. Student Recreation Center
  - ii. Health Sciences Student Center

- iii. Main Campus Student Center
- iv. Wright Plaza

**SECTION EIGHT – VOTING BALLOTS.**

- A. Engage will be used for both the General Election and Runoff elections.
- B. The ECU Information Technology and Computing Services will provide a secure webpage for the purpose of providing secure election results.
- C. The Pirate Port ballot must include
  - i. Clear instructions for each section;
  - ii. Names of candidates and the respective office each candidate is running for;
  - iii. Ticket numbers;
  - iv. A link to the Student Government Association elections website with each candidate's platform.
- D. No pictures of candidates shall be displayed on the ballot, nor should they be made available to view using another medium.
- E. The access password will be given only to the Chair of the Elections Commission, the Vice-Chair of the Elections Commission, and Student Government Association Elections Advisor. This password shall be used to monitor the election results to ensure the accuracy of the election. The vote totals shall be kept secret until the official announcement of elections results.

**SECTION NINE – RUNOFF ELECTIONS.**

- A. If one (1) ticket does not obtain a majority vote, as defined in Appendix 2, at the time voting has closed, a runoff must take place.
- B. Runoff Schedule:
  - i. Campaigning will begin at 8am on the Monday immediately following the closure of voting
  - ii. The runoff elections period will begin Wednesday at 8:00am and end at 5:00pm on Friday of the same week
  - iii. Elections results shall be certified with the signature of the Chair of the Elections Commission, Vice-Chair of the Elections Commission, Student Government Association Elections Advisor, and Student Body Attorney General, no later than 8:00pm following the closing of the voting period.
  - iv. The Elections Commission must announce the official results to the public immediately.
  - v. Any complaints regarding the election results must be filed on Engage within forty-eight (48) hours of the announcement of the election results.
  - vi. If needed, a runoff election shall occur as outlined in these Bylaws or the Constitution of the Student Government Association of East Carolina University.
  - vii. Any complaints regarding the election results must be filed on Engage within forty-eight (48) hours of the announcement of the election results.

**SECTION TEN – FINAL ELECTIONS REPORT.**

- A. The Chair of the Elections Commission shall submit a written and oral Elections Report to the Student Assembly within one (1) week after the final election or runoff election results are announced.
- B. The Elections Report shall include:
  - i. A schedule of election deadlines and events, including but not limited to: rallies, promotions, and other pertinent information regarding public awareness of Student Government Association Elections
  - ii. An itemized list of all Elections Commission expenses, along with a copy of the approved budget from the Student Body Treasurer
  - iii. The total number of votes cast in the general election or runoff election
  - iv. The number of votes cast for each candidate

- v. A summary of any elections problems, complaints, or violations, as well as, the actions taken to resolve the matters
- vi. Recommendations to the Student Assembly and succeeding chairs for improvements towards future elections.
- vii. The Final Elections Report shall be made available to all students on the East Carolina University Student Government Association Elections website, outside of the Student Government Association office, announced on all social media platforms, and sent to student media sources.

#### **SECTION ELEVEN – OATH OF OFFICE.**

- A. All members of the Student Government Association must recite the following statement prior to taking office: “I \_\_\_\_\_, do solemnly swear (or affirm) that I will uphold the Constitution and By-Laws of the Student Government Association of East Carolina University. During my term, I will embody the motto of our University, Ad Servire, meaning ‘To Serve,’ so that I may faithfully and impartially discharge the duties of my office to the best of my ability.”

#### **SECTION TWELVE – STUDENT GOVERNMENT ASSOCIATION CODE OF ETHICS.**

- A. I shall conduct myself in an appropriate manner that shall reflect on my campaign and East Carolina University in a positive way.
- B. I shall report any suspicious behavior that I see, that has occurred on my campaign or any other tickets.
- C. I shall represent East Carolina University and myself to the best of my ability.
- D. I shall neither receive or dispense any favors that may undermine my ability to uphold my responsibilities or integrity as a representative of the student body.
- E. I shall maintain an appropriate attitude and an exemplary level of professionalism regarding my campaign and/or term of office.
- F. I shall uphold the Constitution and Bylaws of the Student Government Association of East Carolina University.
- G. I shall remain ethical during my campaign and/or term of office.
- H. I shall embody the motto of our University, Ad Servire, meaning ‘To Serve,’ throughout my campaign and/or term of office.
- I. I acknowledge that I have read and understand the elections rules found in the SGA Constitution and Bylaws and agree to abide by them.

### **Article VI. TRAINING AND TRANSITIONS**

#### **SECTION ONE – TRAINING.**

- A. All Officers of the Student Assembly and members of the Executive Cabinet that are elected or appointed during the spring semester must participate in the transition training period.
- B. For the winning Executive Ticket, transition training with the Student Body President and Student Body Vice President begins on the Monday following the closing of the General Election, or if necessary, the Runoff Election, and continues until the Friday before the installation of the Student Assembly and Executive Cabinet.
  - i. Transition Training includes but is not limited to:
    - a. Shadowing the individual currently holding the office
    - b. Meetings with the individual currently holding the office and the SGA advisor
- C. Officers of the Student Assembly and all Directors shall complete a detailed transition document and turn it into the Student Government Association Advisor prior to the last meeting of the legislative session.

**SECTION TWO – OPENING OF THE STUDENT ASSEMBLY.**

- A. The first meeting of a new legislative session of the Student Assembly following a General Election shall occur on the last Monday prior to Reading Day, according to the East Carolina University Academic Calendar.
- B. The incoming Student Body President shall appoint an Acting Speaker to preside over the first meeting of the Student Assembly.
  - i. The Acting Speaker must not be an incoming member of the Student Assembly.
  - ii. The Acting Speaker must be approved by the previous Student Assembly by a majority vote.
- C. The incoming Student Body President shall appoint an Acting Secretary to perform Secretarial Duties during the first meeting of the Student Assembly.
  - i. The Acting Secretary must not be an incoming member of the Student Assembly.
  - ii. The Acting Secretary must be approved by the previous Student Assembly by a majority vote.
- D. There shall be a procession into the first meeting of the Student Assembly in the following order:
  - i. The Senior Class Representative;
  - ii. The Acting Speaker;
  - iii. The Acting Secretary;
  - iv. The Student Body President;
  - v. The Student Body Vice President.
- E. Directly Following the Processional, the Student Assembly shall be called to order by the Acting Speaker and the following shall take place in order:
  - i. Roll Call;
  - ii. Singing of the National Anthem;
  - iii. Singing of the East Carolina University Alma Mater;
  - iv. Reciting of the Pledge of Allegiance.
- F. Prior to the Student Body President presenting the Directors for approval, they shall give a speech to the Student Assembly outlining their goals and objectives for the year.

**Article VII. SUMMER SESSION****SECTION ONE – REPRESENTATION.**

- A. The following Officers of the Student Assembly are required to remain on campus during the summer:
  - i. Speaker of the Student Assembly
  - ii. Student Body Secretary
  - iii. Student Body Attorney General
- B. The following members of the Executive Cabinet are required to remain on campus during the summer:
  - i. Student Body President
  - ii. Student Body Vice President
  - iii. Student Body Treasurer
  - iv. Director of First Year Programs
  - v. Director of Marketing and Communications

**SECTION TWO – EXPECTATIONS.**

- A. Members of the Executive Cabinet required to remain on campus for the summer session are expected to maintain the same number of office hours required of them during the Academic year.

- i. Summer Office Hours are defined as being physically present in the Student Government Association Office.
- B. The Student Body President shall preside over a weekly meeting, at minimum, of members of the Executive Requirement required to remain on campus for the summer session.
- C. Members of the Executive Cabinet required to remain on campus for the summer session are expected to enroll in at least (3) credit hours for the summer academic term.

### **SECTION THREE – COMPENSATION.**

- A. Officers required to remain on campus during the summer shall receive their stipend as defined in Article IV, Section 5.
- B. Officers required to remain on campus during the summer shall be compensated for a maximum of seven (7) credit hours of in-state tuition for the entire summer.
- C. Officers required to remain on campus during the summer shall be given a declining meal balance in the amount of \$250 for the entire summer.
- D. Officers required to remain on campus during the summer shall only be reimbursed for the cost of books for the required three (3) credit hours need to fulfill the obligation listed in Article VII, Section 2.c.

## **Appendix I. JUDICIAL REVIEW AND HEARING PROCESSES**

### **SECTION ONE – JUDICIAL REVIEW PROCESS**

- A. In order to review a provision of the Constitution, Bylaws, or legislation, a written request by a student at East Carolina University for the review must be received by the Student Body Attorney General.
- B. Upon receiving a written request for review, the Rules and Judiciary Committee shall review the provision of the Constitution, Bylaws, or legislation no later than two (2) weeks following the submission of the written request for interpretation.
- C. Upon receiving the request for interpretation, the Student Body Attorney General shall contact the following individuals to inform them of the receipt of the request:
  - i. The individual who submitted the request
  - ii. The Student Body President
  - iii. The Student Body Vice President
  - iv. The Speaker of the Student Assembly
  - v. The sponsor of the legislation in question (if applicable)
- D. The individuals listed above shall be entitled to submit an argument of up to two (2) pages in support of their opinion on the provision in question.
  - i. In order for the argument to be considered by the committee it must conformed to the following guidelines:
    - a. Typed
    - b. Double-spaced
    - c. One (1) inch margins
    - d. Size twelve (12) font
    - e. Times New Roman font
- E. The Rules and Judiciary Committee shall review all written arguments at the meeting in which the review is taking place and shall take these written arguments into consideration when forming their decision.
- F. The Rules and Judiciary Committee shall, through a vote, rule on the provision of the Constitution, Bylaws, or legislation in question.
  - i. The Student Body Attorney General should only vote in the case of a tie.

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- ii. The members of the committee supporting the prevailing position in the vote shall, with the assistance of the Student Body Attorney General, then be required to write a majority decision outlining the decision of the committee on the provision in question.
    - a. This majority decision must conform to the following guidelines:
      - 1. Typed
      - 2. Double-spaced
      - 3. One (1) inch margins
      - 4. Size twelve (12) font
      - 5. Times New Roman font
    - b. This majority decision must be completed and returned to the Student Body Attorney General within forty-eight hours (48) of the decision being reached.
  - iii. The members of the committee supporting the defeated position on the issue shall, with the assistance of the Student Body Attorney General, have the option of write a dissenting opinion outlining their reasoning for opposing the decision of the committee.
    - a. This dissenting opinion must conform to the following guidelines:
      - 1. Typed
      - 2. Double-spaced
      - 3. One (1) inch margins
      - 4. Twelve (12) point font
      - 5. Times New Roman font
    - b. This dissenting opinion must be completed and returned to the Student Body Attorney General within forty-eight hours (48) of the decision being reached.
  - iv. The majority opinion, and if applicable the dissenting opinion, shall be presented to the following individuals within seventy-two (72) hours of the Judicial Review taking place:
    - a. The individual who submitted the request
    - b. The Student Body President
    - c. The Student Body Vice President
    - d. The Speaker of the Student Assembly
    - e. The sponsor of the legislation in question (if applicable)
    - f. All members of the Student Assembly
  - v. Additionally, the Rules and Judiciary Committee shall present an oral report of their decision to the Student Assembly within two (2) weeks of the hearing in which the Judicial Review took place.
- G. Appeals
- i. If any one of the following individuals is dissatisfied with the decision of the Rules and Judiciary Committee, a written request for appeal may be made to the Student Assembly:
    - a. The individual who submitted the request
    - b. The Student Body President
    - c. The Student Body Vice President
    - d. The Speaker of the Student Assembly
    - e. The sponsor of the legislation in question (if applicable)
  - ii. The written request for appeal must be sent to the following individuals for the appeal to be valid:
    - a. The Student Body Attorney General
    - b. The Student Body President
    - c. The Student Body Vice President
    - d. The Speaker of the Student Assembly
  - iii. This written request for appeal must be made within forty-eight (48) hours of their receipt of the majority decision of the Rules and Judiciary Committee.
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- iv. The appeal must be presented to the student Assembly no later than two (2) weeks following the receipt of the written appeal.
  - v. The Speaker of the Assembly shall notify the following individuals of the date and time that the Student Assembly will hear the appeal:
    - a. The individual who submitted the request
    - b. The Student Body President
    - c. The Student Body Vice President
    - d. The Student Body Attorney General
    - e. The sponsor of the legislation in question (if applicable)
  - vi. The following individuals will be entitled to present oral or written arguments to the Student Assembly:
    - a. The individual who submitted the request
    - b. The Student Body President
    - c. The Student Body Vice President
    - d. The Student Body Attorney General
    - e. Any member of the Rules and Judiciary Committee
    - f. The sponsor of the legislation in question (if applicable)
  - vii. Each individual electing to present oral arguments to the Student Assembly must be present at the date and time of the appeal being heard by the Student Assembly and may speak for no more than five (5) minutes.
  - viii. Each individual electing to present written arguments to the Student Assembly is not required to be present at the date and time of the appeal being heard by the Student Assembly, unless they are required to attend in their capacity as a member of the Student Assembly, and their written arguments must conform to the following guidelines:
    - a. No more than two (2) pages
    - b. Typed
    - c. Double-spaced
    - d. One (1) inch margins
    - e. Size twelve (12) font
    - f. Times New Roman font
    - g. Must be received by the Speaker of the Student Assembly at least forty-eight (48) hours before the scheduled meeting of the Student Assembly that the appeal is scheduled to take place.
  - ix. Copies of written arguments shall be distributed to each member of the Student assembly.
  - x. Following the presentation of oral arguments, the Student Assembly may debate the issues presented in both written and oral arguments.
  - xi. In order for a decision of the Rules and Judiciary Committee to be overturned by the Student Assembly, the appeal must be supported by two-thirds (2/3) of the Student Assembly.
  - xii. The following individuals must be informed of the decision of the Student Assembly within forty-eight (48) hours of the decision being reached:
    - a. The individual who submitted the initial request for review
    - b. The individual who submitted the request for appeal
    - c. The sponsor of the legislation in question (if applicable)
    - d. All members of the Student Assembly
    - e. The Student Body President
    - f. The Student Body Vice President

## **SECTION TWO – THE JUDICIAL HEARING PROCESS**

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- A. In order for a case to be brought before the Rules and Judiciary Committee, a written complaint must be received by the Student Body Attorney General.
  - B. The Student Body Attorney General will review the complaint and notify both parties of the hearing process and status of their case.
  - C. A hearing shall be scheduled within two (2) weeks of the case being submitted.
  - D. During a Judicial Hearing the Rules and Judiciary Committee shall allow the complaining party to present their case. This Party may submit any amount of documentation and will be allowed to either testify or have one (1) witness testify. The defendant shall then be allowed to present their case. He/she may submit any amount of documentation and will be allowed to testify and have one (1) witness give testimony.
  - E. The Rules and Judiciary Committee will then ask that both parties leave the room and inform both parties that they will be notified in writing of the ruling. The Rules and Judiciary Committee will then deliberate and determine, through a vote, the decision in the case.
    - i. The Student Body Attorney General should only vote in the case of a tie.
  - F. The decision and an explanation for the decision should then be written, approved by the committee, and sent to both parties within twenty-four (24) hours of the hearing. With the decision, each party should receive the explanation, and instructions for submitting an appeal.
  - G. If either party disagrees with the ruling of the Rules and Judiciary Committee, they will have the right to appeal.
  - H. A written request for appeal must be submitted to the Student Body Attorney General within five (5) business days of the ruling being received.
  - I. The Appeal Process shall be as follows:
    - i. The Student Body Attorney General must notify the Speaker of the Student Assembly within forty-eight (48) hours of receipt of a written request for appeal.
    - ii. The appeal must be presented to the student Assembly no later than two (2) weeks following the receipt of the written request for appeal.
    - iii. During the appeal of a decision made through a Judicial Hearing the complaining party may present their case. This Party may submit any amount of documentation and will be allowed to either testify or have one (1) witness testify. The defendant shall then be allowed to present their case. He/she may submit any amount of documentation and will be allowed to testify and have one (1) witness give testimony.
    - iv. The Student Assembly will then deliberate and determine, through a vote, the decision in the case.
      - a. The Student Assembly may enter into closed session during the deliberations of an appeal; however, the vote may not occur during a closed session.
    - v. In order for a decision of the Rules and Judiciary Committee to be overturned by the Student Assembly, the appeal must be supported by two-thirds (2/3) of the Student Assembly.
    - vi. The Student Body Attorney General shall notify both parties of the decision of the Student Assembly within twenty-four (24) hours of the appeal being heard by the Student Assembly.
      - a. An explanation of the appeal decision is not required to be written by, or on behalf of, the Student Assembly.
  - J. The decision of a Judicial Hearing shall not enforce penalties on either party, that ability is reserved to the Student Assembly through impeachment and removal proceedings.

## **Appendix II. ELECTIONS**

### **SECTION ONE – EXPENSE REPORT**

- A. The elections Expense Report for Executive Tickets shall be submitted no later than:

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- i. Forty-eight (48) hours prior to the official opening of the campaign period as defined by the Chair of the Elections Commission.
  - ii. Forty-eight (48) hours prior to the official opening of polls as defined by the Chair of the Elections Commission.
  - iii. Forty-eight (48) hours after the official closing of polls in the General Election as defined by the Chair of the Elections Commission.
  - iv. If necessary, forty-eight (48) hours after the official closing of polls in the Runoff Election, as defined by the Chair of the Election Commission.
- B. The elections “Expense Report” for candidates shall be submitted no later than:
- i. Forty-eight (48) hours after the official closing of polls in the General Election as defined by the Chair of the Elections Commission.

#### **SECTION TWO – CAMPAIGNING AND CAMPAIGN MATERIALS**

- A. Campaigning shall be defined as the active use or distribution of Campaign Materials or word of mouth in promotion of a candidate by the candidate or their campaign team. This shall not be construed to prohibit meetings of a campaign team to plan a campaign.
- B. Campaign Materials shall be defined as banners, advertisements, fliers, promotional items, giveaways, or any other item intended to promote a particular candidate.
- C. Websites, Social Media Profiles, posts on personal social media, emails, and other forms of electronic communication intended to promote a particular candidate shall be considered Campaign Materials.
- D. Campaign Materials may be created prior to the start of campaigning but shall not be sent or made visible to any individual outside of the campaign team or vendors providing said materials prior to the official designated start of campaigning.

#### **SECTION THREE – BRIBERY.**

- A. Bribery shall be defined as the distribution of items or giveaways not listed.

#### **SECTION FOUR – VIOLATIONS.**

- A. Tier I
  - i. False start, which shall be defined as campaigning prior to the start of the campaigning period
  - ii. Failure to submit expense report
  - iii. Failure to receive approval for campaign by the Elections Commission
  - iv. Defacing school property
  - v. Hanging or distributing Campaign Materials in unauthorized locations or hanging banners without the prior approval of the Elections Commission, as detailed in Article V.
    - a. Approved Banner Locations:
      1. East end of the Mall
  - vi. Use of Student Government Association Office printers and/or materials for campaign use
  - vii. Improper Expense Report
  - viii. Failure to report a Campaign Contribution or Offered Campaign Contribution within 48 hours
  - ix. Speaking at events or in class without informing the Elections Commission within 48 hours after the event
- B. Tier II
  - i. Slander/Libel. No candidate shall misrepresent any information used to campaign for office or make slanderous/libelous remarks towards a candidate or their campaign
  - ii. Other intentionally harmful or malicious behavior as defined by the Elections Commission.
  - iii. Violating sanction restrictions

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- iv. Exceeding the ticket campaign expenditure cap or Student Assembly campaign expenditure cap, respectively
  - v. Defacing or destroying campaign literature of another candidate
  - vi. Campaigning in restricted areas and/or areas without permission from the Elections Commission
    - a. Prohibited Campaign Areas:
      - 1. Residence halls
      - 2. Inside on or off-campus dining facilities, except as allowed by the Elections Commission for official campaigning events
      - 3. Inside university transit vehicles
      - 4. Private property (without written permission of the owner)
      - 5. Within ten (10) feet of the Student Government Association office
      - 6. Within twenty-five (25) feet of an official physical polling location during the voting period. This is not to prohibit campaigning in the same building as a polling location, except within the prohibited distance.
- C. Tier III
- i. Prohibited Campaign Activities as defined in the Student Government Association Bylaws, Article V, Section Five, Subsection C
  - ii. Falsifying the Expense Report
  - iii. Accepting a Campaign Contribution or Offered Campaign Contribution from a prohibited party
  - iv. Failure to report a Campaign Contribution or Offered Campaign Contribution within 7 business days

#### **SECTION FIVE – ELECTION COMMISSION APPEAL PROCESS.**

- A. In order for an appeal to be brought before the Rules and Judiciary Committee a written complaint must be received by the Student Body Attorney General within twenty-four (24) hours of the candidate(s) being notified of the decision of the Elections Commission.
- B. The Student Body Attorney General will review the complaint and notify both parties of the hearing process and status of their case.
- C. A hearing shall be scheduled within five (5) business days of the appeal being submitted.
- D. During an Elections Commission Appeal the Rules and Judiciary Committee shall allow the appealing party to present their case. This Party may submit any amount of documentation, will be allowed to testify, and have one (1) witness testify on their behalf. Up to three (3) members of the Elections Commission, including the Chair of the Elections Commission, may then be allowed to present the reasoning for their decision. The Elections Commission may submit any amount of documentation and will be allowed to have all three (3) testify.
- E. The Rules and Judiciary Committee will then ask that all parties leave the room and inform both parties that they will be notified in writing of the ruling. The Rules and Judiciary Committee will then deliberate and determine, through a vote, the decision in the case.
  - i. The Student Body Attorney General should only vote in the case of a tie.
- F. The decision and an explanation for the decision should then be written, approved by the committee, and sent to both parties within twenty-four (24) hours of the Elections Commission Appeal.

#### **SECTION SIX – MAJORITY VOTE.**

- A. A majority vote shall be defined as fifty percent (50%) plus one (1) of those voting.

#### **SECTION SEVEN – DEFINITIONS FOR ELECTIONS.**

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- A. Executive Tickets are to be defined as the individuals who are running for the President and Vice President positions in the Student Government Association.
  - B. Candidates are to be defined as individuals who are running for positions in the Student Government Association that are not the President and Vice President positions.
  - C. Events are to be defined as gatherings that may be attended by members of the public, including non-ECU students. Meetings are to be defined as gatherings that may not be attended by the public and are only open to ECU students.

### **Appendix III. TRADITIONS**

#### **SECTION ONE – LAND ACKNOWLEDGEMENT STATEMENT.**

- A. The official Indigenous Land Acknowledgement statement reads as follows: “We acknowledge the Tuscarora people, who are the traditional custodians of the land on which we work and live, and recognize their continuing connection to the land, water, and air that Greenville consumes. We pay respect to eight recognized tribes; Coharie, Eastern Band of Cherokee, Haliwa-Saponi, Lumbee, Meherrin, Occaneechi Band of Saponi, Sappony, and Waccamaw-Siouan, all Nations, and their elders past, present, and emerging.”
- B. This statement shall be placed on the home page of the official SGA website.
- C. This statement shall be read at all events planned by the Equity and Intercultural Engagement Committee, any official Student Government Association event that the Executive Cabinet votes on and deems necessary, Homecoming, the Student Government Association Banquet, and at the opening ceremony of the Student Assembly.
- D. The person reciting the official Land Acknowledgement statement shall be the host of the event or meeting themselves, and include a formal thank you to the host nation.
- E. This statement shall be recited at events regardless if Indigenous individuals are a part of the gathering or meeting.

#### **SECTION TWO – “THE MACE.”**

- A. Throughout history, ceremonial maces have served to represent authority. The Mace of the Student Government Association of East Carolina University serves to represent the authority of the student body vested in the Student Assembly.
- B. The Mace shall be present at all meetings of the Student Assembly, as well as other Student Government Association ceremonies or functions.
- C. The Mace was donated by Ryan Beeson, Student Body President 2016-2017, and was constructed by Alfred Thomas of Randleman, North Carolina.
- D. The mace is constructed of white oak wood and the stone is amethyst.