The following procedures have been established by vote of the Student Senate of the Student Government Association. Changes in these procedures require a simple majority vote of the Student Senate.

Article I. Election Bylaws

Article II. Membership Bylaws

Article III. SGA Advisor

Article IV. Travel Guidelines

Article V. Amendments & Suspensions of the Bylaws

Included Documents

   Campaign Violation Report Form

   Bill Signature Form ("Main Sheet")

   Resolution Signature Form
Article I. Election Bylaws

The following are the official rules and procedures governing all SGA elections.

Section I. Eligibility for Elected Executive Officers. All rising sophomore, junior, or senior candidates for executive offices within the Student Government Association must:

1. have a grade point average of 3.0; and
2. have served previously as elected or appointed officers, committee chairs, or organizational representatives; and
3. during the current school year, up to the time of elections and not after the election period, must have attended at least six (6) open meetings of the Student Government Association; and
4. For candidates seeking the position of SGA President the candidate must have attended High Point University for a minimum of 3 semesters.

Section II. Eligibility for Elected and Appointed Class Officers. Except for new students, i.e. freshmen and transfer students, candidates for Class Offices within the Student Government Association must:

1. have a grade point average of 2.7, or higher, at the time of the election.

For purposes of voting, a student must:

1. be enrolled in 12 credit hours, or more; and
2. have paid the student activities fee.

Section III. Elected Officers. The following shall be elected according to published procedures established by the Student Senate of the Student Government Association:

1. the President of the Student Government Association;
2. the Executive Vice President;
3. the Secretary;
4. the Treasurer;
5. Class Presidents;
6. Class Representatives.

Section IV. Appointed Officers. The following shall be appointed according to published procedures established by the Student Government Association:
1. the Judicial Vice President;
2. the Attorney General;
3. the Chief of Staff;
4. the Academic Chair;
5. the Publicity Chair;
6. the Student Services / Diversity Chair;
7. the Technology Chair;
8. Class Officers.

**Section V. Executive Officers.** The President, Secretary, and the Treasurer of the Student Government Association shall be elected from students of the rising sophomore, junior, and senior classes. Class rank shall be determined by the projected date of graduation. The Executive Vice President will be elected by a majority vote by the current seated senators following the election in the spring.

**Section VI. Class Officers.** For each class, a President and three Class Representatives shall be elected from the eligible members of their respective class. The Class President and representatives shall appoint any positions that fall unelected or are deemed necessary. (Refer to the SGA Constitution, Article VII, for further details on this matter.) The Class Officers and Representatives will tell the Executive Council the positions they have appointed within their class.

**Section VII. Campaign Materials.**

**A. With regard to campaign materials:**

1. All campaign materials must be brought to the Campus Concierge and approved before it may be used for campaigning;
2. Campaign materials may only be posted on designated boards throughout campus;
3. Posters must not exceed 24”x36” and may not be posted on entrance floors in Residence Halls. No banners may be used;
4. Campaign materials may not be posted on wooden doors, painted walls, glass, University structures, furniture or furnishings;
5. There will be no mass email campaigning allowed;
6. Failure to abide by these rules will result in removal from the election at the discretion of the Attorney General;
7. The Attorney General has FINAL authority over the entire election process;
8. In the event that the Attorney General is a candidate the President of SGA will oversee and have final authority.

**B. With regard to negative campaign materials:**
1. All campaign materials must demonstrate civility and must otherwise be consistent with the goals established for educational support services and campus life at High Point University;
2. There will be NO slander and libel allowed toward other candidates. The elections must remain respectful toward other candidates and the Attorney General;
3. Any negative campaigning and hearsay observed should be documented through video or pictures and sent to the Attorney General in a timely manner via the Campaign Violation Report Form;
4. Failure to abide by these rules will result in removal from the election at the discretion of the Attorney General;
5. The Attorney General has FINAL authority over the entire election process;
6. In the event that the Attorney General is a candidate the President of SGA will oversee and have final authority.

C. With regard to the use of Social Media (Facebook, Twitter, Instagram, YouTube, etc.):

1. If any social media is employed by a candidate, the Attorney General must have full access to posted or published information. For example, if a Facebook group/event is created, HPU SGA must be made an administrator group/event itself;
2. Failure to abide by these rules will result in removal from the election at the discretion of the Attorney General;
3. The Attorney General has FINAL authority over the entire election process;
4. In the event that the Attorney General is a candidate the President of SGA will oversee and have final authority.

Section VIII. Election Procedures. For all elections conducted by the Student Government Association, the Attorney General shall enforce the following procedures:

1. Elections for freshman Class Officers shall occur no earlier than two weeks after Convocation;
2. Applications will be available beginning at 8:30am in the Office of Student Life on the first Monday of the election period and must be completed and returned to the Office of Student Life by Wednesday at noon (of the same week);
3. A candidate may not run for a different position in any circumstance once the application is approved;
4. The Attorney General will hold a mandatory meeting for all approved candidates Wednesday at 5pm. Campaigning will be allowed immediately following this meeting. Failure to attend this meeting will result in disqualification;
5. Debates shall be scheduled at the discretion of the Attorney General;
6. Campaigning must end at 11:59pm on Sunday and voting will begin at 12:01am on Monday of the election period;
7. The voting period for elections will be three (3) days and available 24 hours a day;
8. Voters must log into the Blackboard system in order to vote;
9. Only qualified voters will be presented with the link to vote (see Section II. Eligibility for Elected and Appointed Class Officers);
10. Voters will follow provided directions to cast an online ballot in the Blackboard system;
11. Members of the Executive Council and Class Representatives who are not in contention for the race may be stationed across campus to encourage students to log into Blackboard to vote;
12. The second Wednesday of the election period, voting ends;
13. All officers shall be elected by the candidate receiving the most votes;
14. In the event of a perfect tie, the Student Senate shall determine the winner;
15. Results shall be certified and posted by the Attorney General to the SGA website;
16. Each candidate shall be allowed one (1) request for a re-count of the ballots and official election results and ballot counts are available to all candidates at the conclusion of the election;
17. A re-election may be called by the Judicial Vice President if the Attorney General identifies election irregularities. Such irregularities are reported in writing via the Campaign Violation Report Form.
   a. Campaign Violation Report Forms may be completed by any student, including the Attorney General. All Campaign Violation Report Forms must be submitted to the Attorney General within 24 hours of becoming aware of the violation.
   b. After reviewing the report, if the Attorney General believes a violation has occurred, the report will be submitted to the Judicial Vice President within 48 hours of the initial submission to the Attorney General.
18. If the Judicial Vice President mandates a new election, the election should occur at a time set by the Attorney General;
19. Prior to class elections, the elected members of the Executive Council, shall appoint non-elected members, namely Judicial Vice President, Attorney General, Chief of Staff, and Chairs of the Academic, Publicity, Student Services / Diversity, and Technology committees, of which are all subject to confirmation by the Student Senate;
20. Class Officers shall be elected after Executive Council elections have been completed;
21. The Executive Council shall execute class elections while the Class Officers shall execute Executive Council elections, unless they are running in which case they shall be required to find a replacement;
22. The Executive Council may revise the election schedule for cause, subject to 
confirmation by the Student Senate and provided they are completed four weeks prior to 
the first day of examinations so as to allow sufficient time for orientation and planning;
23. The Attorney General or the SGA President has the right to call a meeting of all candidates given a 24 hour advance. Unless, either the SGA President or University 
Official deems it necessary to have an emergency hearing. Failure to attend results in a 
candidates immediate disqualification;
24. The Attorney General has FINAL authority over the entire election process;
25. In the event that the Attorney General is a candidate the President of SGA will oversee 
and have final authority.

Section IX. Executive Vice President Elections. This person will be elected by the member 
Senators and Executive Council by a popular majority vote of fifty-one percent.

1. At the second to the last meeting of the High Point University Student Government 
Association Student Senate, after the spring elections, the floor will be open for 
nominations for Executive Vice President. Nominations must be seconded, followed by 
the acceptance from the candidate;
2. Each nominated candidate will have an opportunity to address the Senate for a maximum 
of two (2) minutes in alphabetical order of last name;
3. After all candidate(s) have spoken, the floor will be open for a maximum of three (3) 
questions open to all candidates. The questions must be applicable to all candidates;
4. Each member Senator and Executive Council member, with the exception of the 
President of the Student Government Association, the Judicial Vice President, and the 
Attorney General, will have one (1) vote. This vote will be cast by electronic vote;
5. The ballots will be counted by the Judicial Vice President and Attorney General with the 
Advisor to the Student Government Association present. The result will be given to the 
President of the Student Government Association for public announcement;
6. In the event there are more than two (2) candidates and no majority, the candidate with 
the lowest popular majority vote will be dropped and a second vote will be cast for the 
remaining candidates;
7. In the event of a tie with only two candidates, the President of the Student Government 
Association will break the tie;
8. The President of the Student Government Association will preside over the election of 
the Executive Vice President. At the point where the Executive Vice President has been 
elected, this individual will take office immediately;
9. No formal business can be enacted before the Executive Vice President is elected to office for the upcoming academic year.

Section X. Appeal Process. In the event of an appeal by a candidate, the following procedures will be followed:

1. The candidate requesting an appeal must contact the Dean of Students formally requesting an appeal process begin within forty-eight hours of the certification of the election by the Attorney General;
2. The Dean of Students will coordinate the appellate process – scheduling of an appellate court session with the Vice President for Student Life, the Attorney General, and the candidate;
3. The appellate court will include the following members:
   a. Vice President for Student Life serving as the Chief Justice for the hearing;
   b. Attorney General on behalf of the Student Government Association;
   c. Dean of Students serving as an ex-officio coordinator of the appellate process;
   d. Candidate formally requesting the appeal;
   e. Witnesses can be present upon request by the Vice President for Student Life.

Article II. Membership Bylaws

Section I. Active and Inactive Organizations.
1. organizations that are denoted as “active” are on the SGA roster, and have a voice in the Student Senate meetings;
2. for organizations to remain active, they must attend a minimum of five (5) of the scheduled meetings of the Student Senate during the previous semester. If an organization fails to do so, they will automatically be moved into bad standing;
3. an organization may be present on High Point University’s campus, and not officially recognized by the Senate. These organizations will be referred to as inactive in the SGA’s records, for they do not actively participate in Student Government;
4. inactive organizations are invited to attend SGA meetings, but do not receive a vote, nor are eligible to receive any SGA funding.

Section II. Good Standing and Bad Standing.
1. an organization that meets the minimum required meetings five (5), will remain in good standing with the Student Government Association;
2. an organization that does not meet the minimum required meetings five (5), will be moved into bad standing;
3. to be moved back into good standing, organizations must undergo a charter review
process set forth by the Student Life Committee;
4. in bad standing, organizations retain their charter as an active organization, but lose their vote in the Senate and lose power to ask for money from the Senate.

Section III. Quorum and Voting in Meetings.
1. for a vote to be taken and new business held, there must be a minimum of two-thirds of the active charted organizations present at that time for a quorum to be met;
2. active organizations in bad standing may not vote on bills;
3. active organizations in bad standing must still be present at meetings, because they contribute to achieving quorum for new business to be held;
4. bills are voted on by the active organizations in good standing. The active organizations in bad standing do not affect the vote count in determining the action of a bill.

Section IV. Chartering Process.
1. an organization that wishes to charter on HPU’s campus and receive active standing may come before the Student Life Committee;
2. they must present a constitution and roster sheet to the Student Life Office, and they will be scheduled a time to present their case before the Committee;
3. for an organization to become chartered, they must have a minimum fifteen (15) members on the roster and an Advisor;
4. once approved, an organization shall meet with the Executive Council for orientation on SGA policies.

Section V. Membership Qualifications.
1. for an organization to maintain their active charter, the organization must also have fifteen (15) active members;
2. evening degree and graduated/professional students are not included in the count of active members.

Section VI. Advisors.
1. An Advisor is either a High Point University Faculty/Staff member or a person who has been bonded and background checked by the University and has insurance in accordance with High Point University;
2. Advisors responsibilities:
   a. meet with the club President and Executive Council at the beginning of each semester to:
      1. know duties of Officers;
      2. review budget;
      3. go over plans for the semester;
4. know the Student Government Association Senator;
5. know the current membership count;
b. monitor club activities to make sure they are concurrent with club goals and objectives;
c. review and approve all bills that will be presented to SGA Student Senate;
d. attend Student Life Committee meetings when the club is requested to be present;
e. assist in writing a new constitution if needed;
f. accompany the club on any trips:
   1. if the Advisor is unable to go on a trip, the Advisor should help find a suitable replacement to accompany the club;
   2. make sure trips are actually working towards the clubs goals and objectives;
g. it is suggested that the Advisor meet with the club EC regularly and keep updated on fiscal responsibility.

**Article III. SGA Advisor**

The Dean of Students, or appropriate designee by the Vice President of Student Life, shall serve as the Advisor to the Student Government Association.

**Section I. Responsibilities.** Responsibilities include but are not limited to:

1. attending regularly scheduled Senate and Executive Council meetings;
2. aiding in training opportunities;
3. explain University policies and strategic strategies as it relates to SGA actions;
4. serve as a mentor and professional role model.

**Article IV. Travel Guidelines**

The following sections shall be the guidelines to support the travels of chartered organizations.

**Section I. Purpose of Travel.** The purpose of travel must be stated in the description of a bill using the following categories:

1. Academic: trips to internationally, nationally, regionally, or locally recognized conferences or competitions related to the scope of the club/organization that has recognizable academic merit (can be included on a resume, discussed in a job interview, etc.);
2. Service: domestic or international travel with the main intention of serving others in the designated community;
3. Other (not designated): any other type of travel not related to previously defined categories.
Section II. Mode of Transportation. For those flying to their destinations, ground transportation to and from the hotel can be billed. Transportation from hotel to conference or competition venues will be evaluated on a case-by-case basis, but it is preferred that accommodations be made in or near the site of the venue or within a safe walking distance.

1. **Airfare**: for flight purchases of five (5) or more total people, consultation with the Office of Student Life is required before submittal of a bill. It is an unspoken rule that the cheapest airfare, within reason, will be purchased with money provided from the approval of a bill. Money that is overestimated will be returned to SGA upon final purchase of the airfare;

2. **Ground Transportation**: chartered organizations must use High Point University’s transportation services with funds distributed from SGA. If HPU transportation defers to another transportation service locally (i.e. Enterprise, etc.), an estimation of funds for gas will need to be calculated by the organization. This situation is one in which overestimation of funds for gas on a bill would be allowed, so long as receipts of gas purchases are kept and the excess funds are returned to SGA as soon as possible.

Section III. Housing Accommodations. As much detail as possible in regards to the number of students, number of non-students, and genders of those attending should be included in the section of a bill where housing breakdown is requested. A description of specific housing options, including number of beds, number of people in each room, and name of housing selection should also be included. The number of rooms required will depend on the breakdown of genders and number of non-students, with the expectation that the number of people in each room will be at least equal to the number of beds.

1. If a member of an organization has extenuating circumstances that would prevent them from sharing a room/bed with others, evaluations can be made on a case-by-case basis.

Section IV. Student Contributions. For every trip that is funded by SGA, the participants are expected to provide some sort of monetary investment towards the total cost of the trip. This can come from direct student contributions, fundraising, or organization budget.

1. If a specific aspect of a trip is identifiable and reasonable (i.e. registration, etc.), the organization should consider this an option for student contribution.

2. Contribution should be reflective of the total cost of the trip. A typical student contribution is between thirty ($30) and fifty ($50) dollars. If an organization feels that this figure is not appropriate due to the total cost of the trip, adjustments can be made accordingly.
3. Since SGA does not cover food expenses (with the exception of Aramark for on campus events), students paying for their own meals during a trip is not considered a contribution to the overall cost of the trip.

**Article V. Amendments & Suspensions of the Bylaws**

A simple majority vote of the SGA Student Senate shall be required to amend the High Point University Student Government Association Bylaws. Any member of the Student Senate may propose to amend these bylaws.

The only sections of the Bylaws that may be suspended on the floor of the Senate are the following sections:

1. Article IV. Travel Guidelines

*Adopted 3/19/2015*