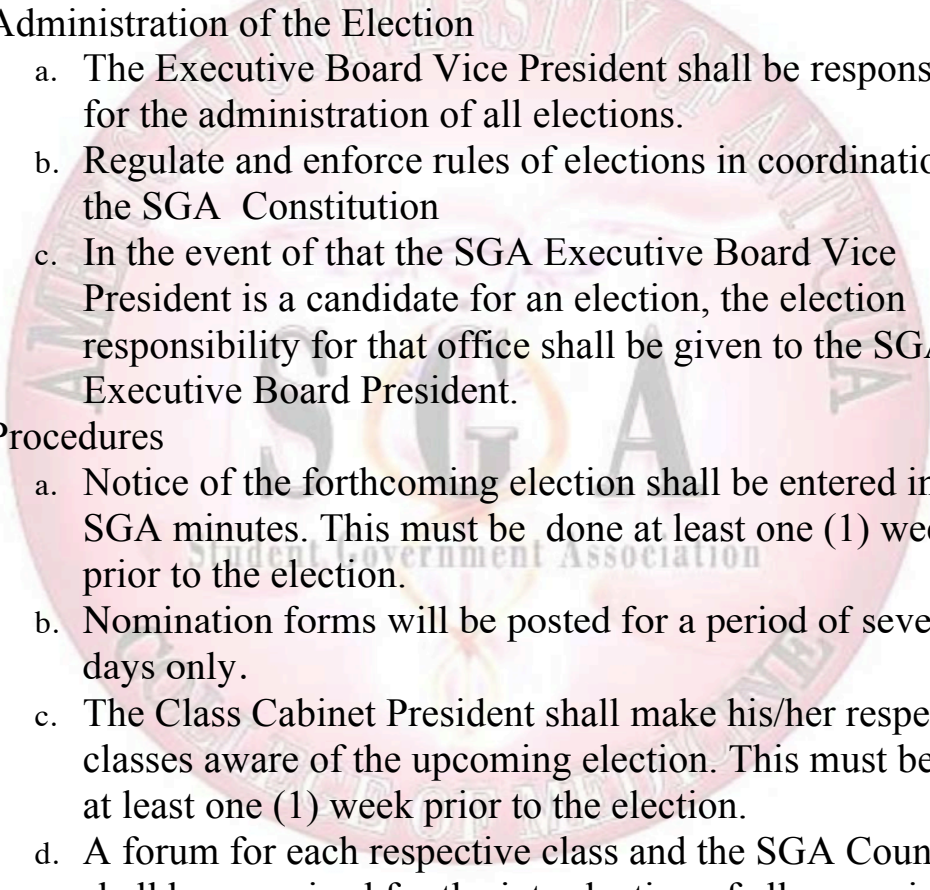


American University of Antigua Student Government Association Bylaws

Article I Elections

Section I Election of the SGA

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- A. Administration of the Election
- a. The Executive Board Vice President shall be responsible for the administration of all elections.
 - b. Regulate and enforce rules of elections in coordination with the SGA Constitution
 - c. In the event of that the SGA Executive Board Vice President is a candidate for an election, the election responsibility for that office shall be given to the SGA Executive Board President.
- B. Procedures
- a. Notice of the forthcoming election shall be entered into the SGA minutes. This must be done at least one (1) week prior to the election.
 - b. Nomination forms will be posted for a period of seven (7) days only.
 - c. The Class Cabinet President shall make his/her respective classes aware of the upcoming election. This must be done at least one (1) week prior to the election.
 - d. A forum for each respective class and the SGA Council shall be organized for the introduction of all recognized candidates. The candidates at this time will speak about their platform. The SGA Executive Board Vice President will set the time limit. Questions and answers directed to the candidates will be answered after all the candidates have spoken. This must be done the day of the election.
 - e. Formulate an official ballot and ensure they are directly deposited into a secured container that is opened only at the

time of ballot counting in the presence of all SGA Executive Board Officers.

- f. SGA Executive Board Officers shall not be present for ballot counting in any election in which they are participating.
- g. The votes shall be counted and submitted to: the SGA Executive Board President, the candidates, and the Student Body immediately following completion of the election.
- h. The election shall be by a simple majority of the voting population (50+1%)
- i. In the event of no candidate for class council not receiving greater than 51% of the voting body the Executive Board shall decide the election by a two-thirds (2/3) majority vote.
- j. Challenges to the election process shall be submitted in writing to the SGA Executive Board First President within forty-eight (48) hours of the election results. The SGA Executive Board Vice President shall call a meeting of the SGA Executive Board to validate or invalidate the election challenge. If a challenge is valid, a new election shall be held within fourteen (14) days. If no challenges are received within forty-eight (48) hours, the election shall be considered valid and final.

C. Election of the Executive Board

- a. The date of the election shall be set no fewer than thirty (30) days prior to the end of the semester, according to the official academic calendar as set forth by the AUA Office of the Registrar.
- b. Each candidate may run for only one (1) SGA Executive Board position.
- c. The SGA Executive Board Vice President shall administer the election.
- d. The election of the SGA Executive Board shall be by the SGA Council with a simple majority (50+1 %) vote.
- e. In the event that no candidate receives a simple majority (50+1 %) of the votes cast, there shall be a runoff election between the two leading candidates immediately following the initial vote count.

- f. Should an unopposed nominee not receive a simple majority (50+1%) vote or no eligible candidates run for an Executive Board office, a second election may be held in which nominees must meet all eligibility requirements except having served a previous term as an elected SGA Council member.
 - g. Abstentions shall be counted as a vote of “No” for all candidates in the position being abstained.
 - h. In the event that there are no candidates for an SGA Executive Board Office, the SGA Executive President Elect shall assume the responsibilities of any subordinate office. In the event that there is no candidate for the SGA Executive Board President, the SGA Executive Board Vice President Elect shall assume the responsibilities of the Presidency until such time that the office can be appropriately filled.
 - i. Elections to fill vacant offices of the SGA Executive Board shall follow the aforementioned election format and shall take place no more than one (1) week following the vacancy.
 - j. There shall be no absentee or proxy voting. Write-ins will not be permitted except as detailed in the SGA Constitution Article V.
 - k. Officer-elects of SGA Executive Board shall participate in a one (1) week transitional period in which they shall accompany the current SGA Executive Board Member through the execution of his/her duties.
- D. Election of the Class Cabinet
- a. The date of the election shall be set no more than two (2) weeks following the first day of class according to the official academic calendar as set forth by the AUA Office of the Registrar.
 - b. Each candidate may run for only one (1) Class Cabinet position.
 - c. The SGA Executive Board Vice President shall administer the election.
 - d. The election of Class Cabinet Officers shall be by simple

- vote count of the respective class constituents as determined by the AUA Office of the Registrar.
- e. Abstentions shall be counted as a vote of “No” for all candidates in the position being abstained.
 - f. In the event that a Class Cabinet position is not filled, The SGA Executive Board reserves the right to appoint a qualified candidate with a two-thirds majority of the Executive Board.
 - g. In the event that there are no candidates for a Class Cabinet Office, the Class Cabinet President Elect shall assume the responsibilities of any subordinate office. In the event that there is no candidate for the Class Cabinet President, the Class Cabinet Vice President Elect shall assume the responsibilities of the Class Cabinet President until such time that the office can be appropriately filled.
 - h. Elections to fill vacant offices of the Class Cabinet shall follow the aforementioned election format and shall take place no more than one (1) week following the vacancy.
 - i. There shall be no absentee or proxy voting. Write-ins will not be permitted except as detailed in the SGA Constitution Article V.

Article II. Voting Membership for Classes, Colleges, and Universities

Section I. Voting Rights

A. Initial Voting Rights

- a. Upon formal recognition of existence by the AUA Office of the Registrar the said Class, College, or University shall be required to elect or appoint members to SGA council.
- b. The offices must carry the following titles:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Representative
- c. The Offices shall constitute the Class, College, or

University's delegation to the SGA Council.

- d. The delegation shall initially be awarded 3 Voting Members and 2 Non-Voting Members.
 - i. The Voting Members shall be the President, Vice President, and Secretary.
 - ii. The Non-Voting Members shall be the Treasurer and Representative.
 - iii. The delegation shall be held to the same standards as any member of the SGA council.

B. Full Voting Rights

- a. The Class, College, or University shall retain full voting rights of five (5) votes after reaching a one-time enrolment threshold of 100 members as determined by the AUA Office of the Registrar. Once reaching the 100 member threshold, the standard is met and the Class, College, or University will be a fully vested delegation to the SGA Council
- b. Once meeting the standard the two (2) Non-Voting Member Offices shall be granted permanent Voting Member status.

Article III. Attendance

Section I. Voting Member Requirements

- A. All Voting Members to the SGA Council are required to attend every SGA Council meeting as scheduled by the SGA Executive Board Secretary or called by the SGA Executive Board President.
- B. Class Cabinet Officers are required to attend all Class Cabinet meetings for their respective class (all regularly scheduled and special meetings).
- C. All Non-Voting Members are required to attend every SGA Council meeting as scheduled by the SGA Executive Board Secretary or called by the SGA Executive Board President.
- D. No SGA Council Member may send another individual to attend the meeting in his/her absence.
- E. No SGA Council Member Shall cast a vote for an issue of Old Business in which he/she was not present for the introduction and

discussion of that piece of business.

Section II. Absences and Tardiness:

- A. Should a SGA Council Member be unable to make a scheduled or special meeting they must provide written, telephonic, or electronic notification to the SGA Executive Board Secretary.
 - a. Notification must be made 24 hours prior to the meeting that will be missed
 - b. The member shall be charged as absent with or without notification. However, the record shall show that the member did notify and explain his/her absence.
 - c. Should the member fail to notify the SGA Executive Board Secretary the record will show the Absence and will be noted that the member failed to explain his/her absence.
 - d. Should a Class Cabinet Officer be unable to attend a Class Cabinet meeting, he/she must notify the Class Cabinet President of their absence.
 - e. Should a Class Cabinet officer not attend two (2) or more meetings the Class Cabinet and SGA Executive Board shall be notified of their truancy.
- B. An SGA Council member may recommend disciplinary action to the SGA Executive Board, to include but not be limited to, vote of no confidence, and/or vote for removal from office.
- C. Any member whom is not present at role call by the SGA Executive Board Sergeant-At-Arms shall be charged a tardy.
- D. Any member that is charged two (2) tardys shall be charged with an absence and the record will be noted that the absence is a result of two (2) consecutive tardys.
- E. Any member who is more than ten (10) minuets late as determined by the SGA Executive Board Sergeant-At-Arms to any meeting shall be charged with an Absence.

Section III. Violation of the SGA Attendance Policy

- A. Any member with 2 documented absences in the same term of office shall be deemed in Violation of the SGA Attendance Policy.

- B. Any Voting Member in Violation of the Attendance Policy shall be demoted to Non-Voting Member status and their constituency shall lose that vote until such time that the member's constituency or the SGA Council removes the officer and replaces them in accordance with the SGA Constitution and Bylaws.
- C. The newly elected SGA Council member shall retain Voting Member status immediately following his/her election to the vacant office.

Article IV. Student Organizations

Section I. Recognition requirements

- A. In order for a group to petition for recognition by the SGA they must complete and submit the Student Organization Form.
- B. The Student Organization must have and maintain a minimum of five (5) student members.
- C. A student member may be any registered student at the American University of Antigua or its associated colleges as recognized by the SGA Constitution.
- D. A faculty advisor must be selected and submit to their consent to advise by signing the Student Organization Form.
- E. Governing Bylaws must be written and submitted at time of request for approval and resubmitted following any changes thereafter.
- F. Should a constitution be organized or adopted from an associated organization, it too should be submitted.
- G. Once completed, the SGA Executive Board must turn all documents into the SGA Executive Board President for approval of recommendation.
- H. The SGA Executive Board approves by two-thirds (2/3) vote to recommend the Student Organization to the SGA Council. Presentation of Student Organization must be done at the next SGA Council meeting.
- I. The SGA Council shall call a vote for final approval of the Student Organization and will require a simple majority (50+1%) vote for approval.

- J. Once approved the newly recognized Student Organization shall enjoy all rights and privileges of all Student Organizations.
- K. The Student Organization must submit a roster of active members to the SGA Executive Board Secretary no later than the first SGA Council meeting each semester.

Section II. Rights, Privileges, and Responsibilities

- A. By the first SGA Council meeting of each semester each Student Organization must assign and submit the contact information of their Student Organization SGA representative to the SGA Executive Board Secretary.
- B. The Student Organization must submit a schedule of events to the SGA Executive Board Secretary prior to each SGA Council meeting.
- C. The designated Student Organization SGA representative is required to attend all SGA Council meeting and all other special meetings at which their attendance is requested.
- D. The Student Organization SGA Representative must abide by the policies of the SGA Constitution and Bylaws and is considered a non-voting member.
- E. Student Organizations have the right to request funding through the SGA Executive Board Treasurer by submitting the Student Organization Fund Request Form.
- F. Should the Student Organization SGA representative not meet the requirements of the attendance policy or any part of the Constitution or bylaws that organization will be subject to suspension of funding through the SGA.
 - a. The SGA Executive Board can suspend funding of an organization in violation with a two-thirds (2/3) vote.
 - b. The suspension of funding will be until the close of that current semester.
 - c. While under suspension all responsibilities must be met in order for funding to be reinstated in the following semester.
- G. The Student Organization's SGA Representative must submit an agenda request to the SGA Executive Board Secretary in order to raise new business to the SGA Council or provide information

about events or fundraisers.

- a. The Agenda request must contain:
 - i. Student Organization Name
 - ii. Student Organization SGA Representatives contact information
 - iii. Issue/Event Information (date/time/location/purpose)

Section III. Removal of Student Organization

- A. Should a Student Organization drop below five (5) active student members it will be subject to vote for removal.
- B. Should a Student Organization fail to meet their stated purpose or follow their Bylaws, they will be subject to vote for removal.
- C. Should a Student Organization violate the Student Code of Conduct of the American University of Antigua or its associated colleges as recognized by the SGA Constitution, they will be subject to vote for removal.
- D. The SGA Council shall call a vote for removal of the Student Organization and will require a simple majority (50+1%) to remove a Student Organization.

