

Grambling State University



Student Government Association

Constitution

Approved April 2013

PREAMBLE

We the undergraduate students of Grambling State University, conscious of the fact that education is a right to which we are privileged and desirous of upholding principles of true democratic action, of promoting student participation in the overall student policy and decision making process of the university, recognize that each student must respect the rights of other members of the university community and must use proper channels in exercising his or her rights as a student, in order to produce a more effective student governing body, to express the general interest of the student body. In doing so, we believe that the effective processes that pertain to students are paramount in establishing a functional rapport between students and the University's administration, as we do ordain this Constitution of the Student Government Association of Grambling State University in Grambling, Louisiana.

ARTICLE I

NAME, BRANCHES, SEPARATION OF POWERS, ORDER OF SUCCESSION

Section 1 NAME

The name of this organization shall be the Grambling State University Student Government Association, hereinafter referred to as the SGA.

Section 2 BRANCHES

The branches of the SGA shall be: (1) The Executive Branch, (2) The Legislative Branch, and (3) The Judicial Branch.

Section 3 SEPARATION OF POWERS

No student may be elected, appointed or serve in more than one capacity outlined in this Constitution, or hold any other office of the Student Government Association, unless allowed in this Constitution. Transfer students who enroll in the Spring Semester of a school year are not eligible to run in the current Spring elections. The SGA Advisor is to aid the students of this organization and uphold the responsibilities outlined in this Constitution.

Section 4 ORDER OF SUCCESSION

Should the SGA President, for any reason become unable to serve the order of succession shall be as follows:

1. Vice-President
2. Secretary/Treasurer
3. Senior Class President

Should the Class President, for any reason become unable to serve the order of succession shall be as follows:

1. Vice President
2. Secretary/ Treasurer

ARTICLE II THE EXECUTIVE BRANCH

Section 1 POWERS

The Executive Branch shall be the administrative body of the SGA charged with the responsibility of protecting the rights and concerns of all students and acting as a liaison between students and the university's administration.

Section 2 COMPOSITION

5. Submit copies of all records (including financial records) of the class to the SGA Secretary/Treasurer during the monthly meetings held with the SGA Secretary/Treasurer.
6. Submit minutes of the meetings and all prepared documents to the SGA Advisor
7. Perform such other duties that are delegated to them by their respective Class President
8. Verify the existence of sufficient funds in the class account before releasing funds
9. Keep all financial records of the disbursement of class funds
10. Prepare a financial report for the Class President to be submitted to the SGA Secretary/Treasurer within five (5) days of a disbursement
11. Work in conjunction with the Class President to submit an estimated semester budget to the SGA President for the Fall and Spring semesters to be approved by the Senate (except for Freshman in the fall semester)
12. Collect receipts of all SGA disbursements and submit report to the SGA Advisor and Office of the Vice-President of Student Affairs
13. Prepare expense reports of all SGA related activities/travel and submit to SGA Secretary of Student Affairs fifteen (15) days before travel
14. Perform such other duties that are delegated to them by the Class President

Section 5 BOARD OF ELECTIONS

A. Duties and Powers of the Board of Elections

1. Administer all elections and nominations which under the auspices of the Election Code, are to be held for the university student body
2. Print the official ballot
3. Publicize the election and voting procedures
4. Arrange all necessary polling places, ballots, and other items necessary for the proper, efficient, and legal execution of all elections
5. Verify the qualifications of all candidates
6. Investigate all violations
7. Be the official police of the election
8. Recommend changes of the Election Code to the Legislative Branch as deemed necessary
9. Manage all voter registration of local, state and national elections for the student body

B. Duties and Powers of the Elections Commissioner shall be to:

1. Serve as the Chairman of the Board of Elections
2. Supervise and direct the arrangements of the Board of Elections
3. Announce the rules and regulations of the Board of Elections
4. Provide adequate information concerning all elections to all official university media prior to and following each election
5. Provide training for all members of the Board of Elections in their duties and responsibilities prior to each election
6. Maintain as a permanent, public record the final result of all elections
7. Call meetings with the Board of Elections as deemed necessary

C. Duties and Powers of the Deputy Elections Commissioner shall be to:

1. Assist the Elections Commissioner
2. Serve as the Vice-Chairman of the Board of Elections
3. Perform any other specific duty assigned by the Elections Commissioner
4. Meet with the Board of Elections when deemed necessary

D. Duties and Powers of the appointed members of the Board of Elections shall be to:

1. Assist the Board of Elections in making sure the campaign period runs according to the SGA Constitution and Election Code
2. Serve as the official police of the Elections
3. Meet with the Board of Elections when deemed necessary

5. Participate in Senate debates and is a voting member except when presiding
- C. *Duties and Powers of the Senators shall be to:***
1. Attend all respective class/college meetings
 2. Serve as the liaison between their respective classes or colleges and the Senate
 3. Report all Senate activities to the class cabinets and respective colleges
 4. Report all Class activities to the Senate
 5. Approve all Executive Aides appointed by the SGA President (in the event that the appointment is not approved, SGA President must submit another appointee to be approved by the Senate)
 6. Approve the SGA budget submitted by the SGA President
 7. Override a Presidential veto by two-thirds (2/3) vote of the Senate membership, if deemed necessary and provide that the criteria outlined in the bylaws have been thoroughly followed
 8. Prepare documentation for Judicial Branch for impeachment of any SGA official
 9. Ensure proper passage of all legislation
 10. Conduct official business only when a quorum is in attendance. A quorum shall constitute a simple majority of all occupied seats
 11. Take all steps necessary to protect the general welfare of the student body
 12. Have the power to request the appearance of all SGA personnel, all elected student members and all other students when deemed necessary at Senate Meetings
 13. Be governed by the Senate By- Laws
- D. *Duties and Powers of the Secretary for the Senate shall be to:***
1. Not be a member of the Senate, have no power to vote, or participate in any debates
 2. Be appointed by the Senate President and approved by the Senate
 3. Keep an official record of bills, proposals, and resolutions passed by the Senate;
 4. Arrange in conjunction with the President of the Senate, all meetings of the Senate
 5. Keep an accurate roll of all active and inactive members of the Senate
 6. Gather and keep all minutes of all committees via the secretaries of these committees and submit them to the President of the Senate, SGA Executive Secretary and SGA Advisor
 7. Be the custodian of records, documents, and files of the Senate
 8. Record all minutes of the Senate's regular and called sessions and submits to the President of the Senate, the SGA Executive Secretary, and the SGA advisor
- E. *Duties and Powers of the Parliamentarian for the Senate shall be to:***
1. Not be a member of the Senate, have no power to vote, or participate in any debates
 2. Be appointed by the Senate President and approved by the Senate
 3. Decide all disputes of parliamentary procedures (using the latest edition of Robert's Rules of Order), has the final opinion on any conflict(s) that may arise
 4. Regulate all discipline within Senate meetings
 5. Remove anyone who disturbs Senate operations

ARTICLE IV THE JUDICIAL BRANCH

Section 1 POWERS

The Judicial Branch is the Supreme Court charged with interpreting and enforcing the laws set forth by the Legislative Branch as pertaining to the Grambling State University, Student Government Association for SGA and all of its members. This branch has the final decision concerning all matters in the SGA

Section 2 COMPOSITION

The Judicial Branch will be composed of a unicameral house called the Supreme Court, which will consist of eight (8) elected members holding voting powers. Each class will have two (2) Associate Justices. Others members of the Judicial Branch will consist of a Chief Justice and Court Clerk

2. Must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring)
3. Remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester)
4. Have a cumulative grade point average of 2.8 or above when he/she applies for office and must maintain a 2.8 grade point average throughout the term of office or be subjected to the loss of his or her position
5. Candidates must not have a judicial record issued by the authority of Judicial Affairs at any point during the previous academic year or while serving his/her elected term
6. Must work effectively in the University system
7. Individuals vying for the positions of President and/or Vice President are required to have served two (2) semesters in a constitutional SGA position as well as have held a leadership position (according to their bi-laws) in a registered student organization, athletic or spirit group (President, Vice President, Secretary, Treasurer)

B. Qualifications for Class Officials

(President, Vice President, Secretary/Treasurer, Senators)

1. Have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position
2. Remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester)
3. Must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring)
4. Candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the current academic year nor while serving his/her elected term
5. Candidates for Senior Officers must have at least ninety (90) semester credit hours by the beginning of the Fall semester after the election
6. Candidates for Junior Officers must have at least sixty (60) and no more than eighty-nine (89) semester credit hours by the beginning of the Fall semester after the election
7. Candidates for Sophomore Officers must have at least thirty (30) and no more than fifty-nine (59) semester credit hours by the beginning of the Fall semester after the election
8. Candidates for Freshman Officers must show proof of enrollment, have a full time student status of 12 credit hours and maintain this status from the time of applying for office until the end the term. In the event that a Freshmen candidate began school in summer, the 2.5 grade point average requirement also applies
9. Candidates must be in good standing with the university when applying for office and throughout his or her term of office
10. These officials must be elected by their respective class

C. Qualifications for SGA Appointees

1. Have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position
2. Remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester)

unethical student behavior as indicated in Grambling State University's Student Code of Conduct.

Section 2 IMPEACHMENT PROCESS

- A. To initiate the process of impeachment, a general student must submit a grievance to the Senate
- B. If the Senate considers the impeachment documentation noteworthy after thorough investigation, the Senate to the Judicial Branch will file a Declaration of Impeachment
- C. Once the Declaration of Impeachment is filed by the Senate to the Judicial Branch, the Supreme Court convenes to further consider the charges to proceed with a hearing
- D. The hearing shall be scheduled within ten (10) working days after the notice of Impeachment. At the hearing, testimonies will be heard; and evidence will be considered. The accused individual's presence is requested, but is not required. His/her absence will not be held against him/her. However, if the accused does not appear, authority will be granted to continue the hearing within 24 hours. If at any time the impeachment process charges are withdrawn, the impeachment process will end
- E. If the Supreme Court, by two-thirds majority vote, deems that impeachment is necessary, a Notice of Impeachment must be submitted to the impeached within 24 hours of the vote. No person shall be removed through impeachment.
- F. If deemed necessary by proper authority (SGA Advisor, Vice President of Student Affairs, and Judicial Officer) judgment may extend further than removal from office and disqualification to hold an office of the SGA

**ARTICLE VIII
REMOVAL OF AN OFFICER FROM AN ELECTED OFFICE**

Section 1 REMOVAL OF AN ELECTED OFFICER

Any officer may be removed from office due to any of the following conditions/violations:

- A. By imposed disciplinary sanction by the University Judiciary Office
- B. By petition signed by more than fifty percent (50%) of the enrolled undergraduate student body makes it mandatory upon the Student Government Association to submit a calling for the removal of office and presented to the Chief Justice.
- C. By impose sanction by the Vice President for Student Affairs
- D. By resignation or voluntary/involuntary removal from school
- E. The University has the right to remove any student officer that poses a threat or violates the Student Code of Conduct

**ARTICLE IX
VACANCY OF AN ELECTED POSITION/RECALL**

Section 1 VACANCY OF AN ELECTED POSITION

In the event there is a vacancy for any reason of an SGA Executive Office after an individual has been elected to office, the following procedure shall be followed:

- A. The SGA senate and Executive Officers will be responsible for conducting the application process to fill the position(s), as well as selecting/nominating the applicant(s) to apply the vacant SGA Executive position.
- B. If a position is not filled in the Spring, the available position will then be put back on the ballot during Fall elections

Section 2 RECALL OF AN ELECTED OFFICIAL

Method: Any action taken by the students as follows:

1. A petition signed by thirty percent (30%) of the undergraduate student body make it mandatory upon the Student Government Association to submit and of its decisions to the body by referendum within three (3) days after petition is received by the President for

1. The Senate shall approve this Constitution by a two-thirds (2/3) vote of the present members
2. Following Senate approval, the student body shall ratify the Constitution by a majority vote in a special election. This election shall be held following public display of constitution for at least seven (7) days. The Election Commission shall conduct this election
3. This Constitution shall in effect from the day of student body approval

**ARTICLE XIII
SEPARATION OF POWERS**

Section 1 SEPARATION OF POWERS

1. No student may be elected, appoint or serve in more than one capacity outlined in Constitution or hold any other office of Student Government, unless allowed in the Constitution. Transfer Students who enroll in the Spring Semester of a year are not eligible to run in the upcoming spring elections.

All other Constitutions are hereby repealed

Grambling State University

Student Government Association

ELECTION CODE

All student elections at Grambling State University and the entire election process will be conducted by the Student Government Association(SGA) via the Board of Elections (Article VI of the SGA Constitution), and will be monitored by members of the Board of Elections, SGA Advisor(SGAA) and the University's Internal Auditor. Inquiries, concerns, and investigations will be conducted by the Board of Elections and the SGAA, and will adhere to the guidelines in the SGA Constitution. If necessary, inquiries, concerns, etc., will also be reviewed by the Vice President for Student Affairs and/or his/her designee. The University Police Department will be on duty during Election activities and Election Day(s).

**ANY CANDIDATE FOUND IN VIOLATION OF
THIS CODE WILL BE SUBJECT TO
DISQUALIFICATION.**

Section 1.0 Board of Elections

Purpose

The Board of Elections shall administer all elections and nominations under the auspices of this Election Code, which is governed by Section 5 of the SGA Constitution.

1.2 Members of the Board of Elections

This Board shall consist of the following five student members and one administrative member:

- a. The Elections Commissioner, elected by the student body.
- b. The Deputy Election Commissioner, elected by the student body.
- c. Three non-SGA members of the general student body appointed by the SGA Advisor.
- d. An Administrative Representative to be appointed by the Vice President of Student Affairs.

1.3 Eligibility

- a. Students vying for the positions of Election Commissioner and Deputy Election Commissioner must be elected;
- b. have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position;
- c. remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester);
- d. must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring);
- e. candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the previous academic year nor while serving his/her term;
- f. members of the Board of Elections are **not** allowed to run for an office while serving as a member of the Board and **must** resign by the 14th class day of the spring semester if they are planning to run;
- g. no member of the Board of Elections may actively participate as a campaign manager, worker, etc., for any candidate in the election; and,
- h. the Board of Elections shall have the power to enforce this Election Code (Article II, Section 5 and Article VI of the SGA Constitution).

1.4 Duties of the Board of Elections (BOE)

- a. Print official ballot.
- b. Publicize the election and voting procedures.
- c. The method of ballot will be on-line voting.
- d. Making all rules and regulations concerning elections on constitutional amendments.
- e. Verify all qualifications of all candidates.
- f. Have primary jurisdiction in all cases involving the observance and execution of the Election Code
- g. Recommend sanctions for violation of the code.
- h. Perform other duties concerning the administration of the election process consistent with the Constitution, bylaws and university regulations.
- i. Remove any Board of Election student member who shows bias for any candidate. Student will be removed from the Board by a majority vote of the remaining members. Any removed member may not serve on the Board, again.
- j. The Election Commission will provide a clearly defined non-campaigning zone. (No less than 50 feet of the identified buildings)
- k. Investigate all violations
- l. Be the official police of the election
- m. Recommend changes of the Election Code to the Legislative Branch as deemed necessary
- n. Manage all voter registration of local, state and national elections for the student body

1.5 Duties of Election Commissioner (see Article II, Section 5, of the SGA Constitution)

- a. Serve as the Chairman of the Board of Elections
- b. Supervise and direct the arrangements of the Board of Elections
- c. Announce rules and regulations of the Election Code.

- d. Be responsible for enforcement of this Election Code.
- e. Provide adequate information concerning all elections to all official university media prior to and following each election.
- f. Call meetings with the Board of Elections as deemed necessary.
- g. Provide needed information to each candidate on election procedure by the end of candidate declaration.
- h. Provide training for all members of the Board of Elections in their duties and responsibilities prior to each election.
- i. Maintain a permanent, public record of the final results of all elections.

1.6 Duties of Deputy Election Commissioner (Article II, Section 5, of the SGA Constitution)

- a. Assist the Election Commissioner.
- b. Serve as Vice-Chair for Board of Elections.
- c. Perform any duties given by the Election Commissioner.
- d. Meet with the Board of Elections when deemed necessary.

1.7 Duties and Powers of the appointed members of the Board of Elections shall be to:

- a. Assist the Board of Elections in making sure the campaign period runs according to the SGA Constitution and Election Code.
- b. Serve as the official police of the Elections
- c. Meet with the Board of Elections when deemed necessary
- d. Shall be 3-non SGA members of the student body to serve on the Board of Elections and shall be appointed by the SGA advisor

1.8 Jurisdiction (Article VI, of the SGA Constitution)

- a. Board of Elections is the quasi-judicial body of the SGA.
- b. The Board of Elections will propose an Election Code with all necessary rules and by-laws that may not be in conflict with the SGA Constitution.
- c. All Board of Elections members are required to attend all scheduled election activities and meetings.
- d. The Board of Elections may make structural and grammatical changes to this code, as it deems necessary.

- e. The Board of Elections shall have the power to enforce this election code.

1.9 Regulations

- a. Membership onto the Board of Elections shall be from date of appointment or election until end of the following spring semester. This time period may be adjusted by resignation, graduation, or interrupted education, which includes an internship or co-op, unless removed.
- b. Three members of the Board shall be considered a quorum.
- c. All questions (written and signed by the submitter) before the Board of Elections shall be decided by majority vote.

2.0 Pre-Election Period

Please see the "Do's and Don'ts" list.

2.1 Eligibility

a. SGA Executive Board

1. Candidates must have at least sixty Grambling hours when applying for office.
2. Candidates must be able to serve the entire term of office (an entire academic school year, consecutive fall and spring semester).
3. Candidates must be and remain a full-time student from the time of election throughout the term of office (**an entire academic school year, consecutive fall and spring semesters**).
4. Candidates must have a cumulative grade point average of 2.8 or above upon qualifying for office per GSU transcript. He/she must maintain this average while in office or be subjected to the loss of his/her position.
5. Candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the previous academic year nor while serving his/her elected term.
6. Candidates must be able to work effectively within the University system for his/her entire term.
7. Candidates vying for the position of President and/or Vice President are required to have served two (2) semesters in a constitutional SGA position as well as have held a leadership position (according to their bylaws) in a registered student organization, athletic or spirit group (President, Vice President, Secretary, Treasurer).
8. Candidates vying for the position of Secretary are recommended to be skilled in typing, filing records and minutes, and office procedures.

9. Candidates running must file a Declaration of Candidacy Form and other necessary forms with the Board of Elections at the scheduled place and time to be announced.

b. **Class Officers**

1. Candidates must have a cumulative grade point average of 2.5 or above when he/she applies for office and must maintain a 2.5 grade point average throughout the term of office or be subjected to the loss of his or her position.
2. Candidates must be and remain a full-time student from the time of election throughout the term of office (an entire academic year/consecutive Fall and Spring semester).
3. Candidates must be able to serve the entire term of office (an entire academic school year/consecutive Fall and Spring).
4. Candidates must not have been placed on disciplinary probation or suspension by the authority of Judicial Affairs at any point during the current academic year nor while serving his/her elected term.
5. Candidates for Senior Officers must have at least ninety (90) semester credit hours by the beginning of the Fall semester after the election.
6. Candidates for Junior Officers must have at least sixty (60) and no more than eighty-nine (89) semester credit hours by the beginning of the Fall semester after the election.
7. Candidates for Sophomore Officers must have at least thirty (30) and no more than fifty-nine (59) semester credit hours by the beginning of the Fall semester after the election.
8. Candidates for Freshman Officers must show proof of enrollment, have a full time student status of 12 credit hours and maintain this status from the time of applying for office until the end the term. In the event that a Freshmen candidate began school in summer, the 2.5 grade point average requirement also applies.
9. Candidates must be in good standing with the university when applying for office and throughout his or her term of office.
10. These officials must be elected by their respective class.
11. Candidates running must file a Declaration of Candidacy Form and other necessary forms with the Board of Elections at a scheduled place and time to be announced.

c. **Royal Court**

1. Have completed and passed a specified number of class hours to qualify and to run for a position. **Note: Obtaining the minimum required hours by the end of the spring semester is mandated to allow for preparation (i.e., coronation, appearances, etc.) for summer and fall events.**

Miss GSU—A minimum of 90 credits by the end of spring semester and a graduating senior

Miss Senior—A minimum of 90 credits by the end of the spring semester

Miss Junior—A minimum of 60 credits by the end of the spring semester

Miss Sophomore—A minimum of 30 credits by the end of the spring semester

Miss Freshmen—must be enrolled, 0-29 credits

2. Have and maintain a verifiable **2.5 or above cumulative Grade Point Average (GPA)** per GSU transcript.
3. Remain enrolled as a full time student throughout the fall and spring semesters of the reign. (Otherwise, crown and privileges will be forfeited).
4. Must be in good standing with the University (i.e. academic, judicial, etc.). Never have had a judicial record nor have been sanctioned during her tenure at the University.
5. Never married or have any children (birth/adopted).
6. Candidates must be and remain a full-time student from the time of election throughout the term of office.

2.2 Schedule of Events

- a. For the spring semester, the pre-election and election period will be determined by the SGA Advisor and the SGA President. In the fall semester, the pre-election period shall be held on the second (2nd) week of school and the election week shall be held during the third (3rd) week of school.
- b. There will be no run-off election except in the event of a tie.
- c. A special election of any type may only be held when determined by the Board of Elections or University Administration.
- d. A brief description of the parade route will be provided at the Nomination Convention.
- e. A **MANDATORY INFORMATION SESSION (INTEREST MEETING)** will be scheduled for all **POTENTIAL CANDIDATES**. All potential candidates who are unable to be present **MUST** submit a letter of absence stating why you will not be present. Proof of absence will be expected (Example: Doctor's Excuse, work schedule, etc.) Only those potential candidates will be allowed to continue in the

election process. Students will be allowed to pick up a Letter of Absence Template in Grambling Hall in Room 222. The Letter of Absence should be completed and turned in to the Assistant to the Vice President of Student Affairs by 5:00 pm prior to the event in which they wish to be excused from.

- f. **All election events allow candidates to set up booths or tables to display souvenirs and talk about their campaign.**
- g. Election events set-up and take-down will be determined by Board of Elections. All candidates and their teams are required to thoroughly clean the venue being utilized for the booster.
- h. Each candidate will be required to sign-in and sign-out with the Election Commissioner (or his/her designee) prior to departing the premises. (Booster, Parade, Ice Cream Social, etc)
- i. Sponsors are not allowed to actively participate in campaign election process. (Example: parade, booster, etc.)

2.3 Nominations

- a. Nominations shall be held at least one week prior to elections.
- b. Candidate must be nominated at the Nominations Convention.
- c. All nominations must be made from the floor of the convention hall. Order of nominations will progress from bottom up, meaning from Senate to Queen.
- d. In the case of an excused absence, a prospective candidate must submit a typed letter explaining his/her absence. Candidate should provide a letter of acceptance of the nomination by the time of the Nomination Convention. Students will be allowed to pick up a Letter of Acceptance Template in Grambling Hall in Room 222. The Letter of Acceptance should be completed and turned in to the Assistant to the Vice President of Student Affairs by 5:00pm prior to the event in which they wish to be excused from.
- e. Before a student's name is placed on the ballot, he/she must be cleared by the Registrar's office for grades and classification and by the Vice President for Student Affairs and Judicial Affairs for disciplinary action.
- f. All appeals to the decision letter must be submitted to the Office of Student Affairs within 3 business days for spring elections.
- g. Only undergraduate students can nominate students for undergraduate positions.

2.4 Fall Elections


- a. Student must present a valid fee sheet when applying for office. (Fee sheet may be verified.)
- b. All appeals to the decision letter must be submitted to the Office of Student Affairs within 24 hours for fall elections.

- c. Candidate must complete and submit all necessary forms by deadline set forth by the Board of Elections.

2.5 Campaign Procedure

- a. The Board of Elections shall set forth the formal time for the beginning and ending of campaigning; any formal or active campaigning outside of the specified time will be cause for disqualification.
- b. Formal campaigning shall be defined as appearance or presentation of platform for soliciting voters, and displaying or distributing of campaign material. Candidates should submit the name of their campaign manager and active campaign workers on the form provided by the Board of Elections. All campaign workers must be a registered undergraduate student at the university.
- c. Active campaigning shall include participating in Board of Elections sponsored events, word of mouth campaigning and activities/actions or events authorized by the BOE; there will be no restrictions on securing a campaign manager and organizing a platform.
- d. Use of University technology is **prohibited** for use when campaigning for any candidate (i.e., "The Gramblinite", KGRM, Media Boards).
- e. **The only social media outlet that will be allowed for campaigning purposes is "Instagram".**
- f. There will only be one ground sign per area designated by the Board of Elections. The ground signs will not be any larger than 4' x 3' including stake.
- g. No personal computers, laptops, iPads/tablets, cell phones or any technology devices with internet access are allowed for voting purposes and active campaigning. (This means passing the listed items from person to person in an effort to allow for voting.)
- h. Until the election period, no potential candidate may pass out any goods, materials, or services, make public announcements or presentations on behalf of the SGA or themselves, announce their possible candidacy, or post on any social media about their possible candidacy.
- i. Cyber bullying will not be tolerated in any form. (Definition: the electronic posting of mean-spirited messages about a person (as a student) often done anonymously.)

3.0 Voting

- a. The Board of Elections will designate the dates and hours for voting.
-  b. **NO** campaign material may be given and/or verbalized within 50 feet of the designated voting locations (i.e. absolutely no visible campaign apparel within voting locations (computer labs, etc.). Campaign apparel includes but is not limited to T-shirts, buttons, hats, etc.)
- c. The Board of Elections shall be responsible for the tabulation results for all elections, and they shall not begin until the polls are officially closed. Announcements of official

results shall be made within at least two business days after ballots have been counted. On-line voting will be handled by the Vice President of Student Affairs and the University's Internal Auditor.

- d. The returns shall contain all persons winning in each election. The election results shall be placed in several areas (Office of the Vice President of Student Affairs, the Student Government Association Office, and will be additionally announced on KGRM once the Election Commissioner has verified beyond a doubt). All records shall be kept on file by the Internal Auditor's Office, SGA Office, and the Vice President of Student Affairs' Office.

4.0 Restrictions and Guidelines

- a. There will be no campaigning that will compromise the dignity or integrity of the University. All campaign materials and practices are subject to approval by the Board of Elections. The Board of Elections may add additional regulations concerning campaigning as it deems necessary, as long as it is in accordance with the SGA constitution.
- b. There shall be no campaigning that will disturb class; this may include announcements during or prior to the beginning of classes.
- c. Flyers of any kind (size, shape, etc.) ARE NOT allowed to be used for campaign purposes, personal promotions, etc. This also includes business cards.
- d. Any person who qualifies as a candidate for any election will not hold the Board of Elections, Student Government Association or Grambling State University responsible for the infringement of any copyrighted material or monies lost during the election period.
- e. No campaigning material may be placed inside or on any buildings, light posts, telephone posts, statues, monuments, sidewalks, steps, or the square (Unless approved by the Board of Elections).
- f. No candidate or campaign member may make any negative public statement that will injure the reputation or character of another candidate. The Board of Elections reserves the right to decide what constitutes defamation.
- g. Each candidate will be held responsible for making certain displays are removed by 11:30 a.m. on the last day of campaigning, which will be determined by the Board of Elections.
- h. All candidates participating in the Parade will not be allowed to use eighteen wheelers, motor cycles, 3 or 4 wheelers, helicopters, fire trucks, limousines, animals, fire or explosives. The Vice President of Student Affairs, the SGA Advisor or the Board of Elections, and any other necessary departments must approve any other vehicles and/or special causes. A candidate shall have no more than three (3) cars in the parade. In order to participate in the parade all vehicles must be present by 4:00 p.m. on the given day and the Election Commissioner will assign positions in the parade. Parents may drive in the parade due to insurance issues but they may not wear any campaign paraphernalia. (A University employee can only drive their car if they are the parent.)

- i. Individuals riding on cars in an unsafe manner or inappropriately will be removed from the parade.
- j. There will be no individual parades for any candidate.
- k. A candidate may only use a nickname for marketing purposes only. However, vulgar nicknames will not be allowed. Nicknames will not be placed on ballots and, if used, must be used as follows (For example: Brittany "Bri" Williams).
- l. The order of names on the ballot will appear in alphabetical order.
- m. Students may distribute clearly labeled trademark, company logo (e.g., Coca Cola, Nabisco, Wendy's, McDonald's, etc.) consumable food items during election activities.
- n. All candidates running for any position in the Student Government Association election will be treated fairly and impartially.
- * o. Students will be allow to have campaign materials in academic buildings excluding computer labs. However, no campaigning will be allow in academic building including polling areas.
- p. NO PARENTS OR NON STUDENT RELATIVES ARE ALLOWED TO ACTIVELY CAMPAIGN ON GSU'S CAMPUS. (All campaign workers must be a registered student at the university.)
- q. No loud profane music.
- r. All SGA executive board candidates must be present for the debate.
- s. There will be no physical campaigning before 8 am and after 10 pm. (ie. Setting up booths, passing out materials, or ay other form of physically soliciting votes.
- t. NO RESIDENCE HALL WALKS are allowed before 12:00 noon and after 10:00 p.m. If found in violation, candidate may be subject to disqualification.
- u. No candidate or members of a campaign team are allowed to collect G-numbers to vote for students. If found in violation, candidate may be subject to disqualification.
- v. Only undergraduate students can participate on the campaign teams of students seeking undergraduate positions.
- w. Acceptance letters must be picked up from the Office of Student Affairs for each Candidate's name to appear on the ballot.

5.0 Violations and Penalties

- a. Any student who wishes to report an alleged violation of the Election Code must do so by filing a written account of the occurrence of the alleged violation to the Office of Student Affairs within 24 hours of the alleged occurrence. The written and signed letter must be submitted/delivered to the Office of the Vice President for Student Affairs (Grambling Hall, 2nd Floor).

- b. Any breach of rule in the Election Code or University rules by candidate will subject the violator to a penalty, including possible disqualification. The Board reserves the right to use its discretion in the interpretation of the Election Code.
- c. The Board of Elections will make consistent decisions regarding any penalties or any violation. Action may consist of but not be limited to a warning, restriction of full scale and active campaigning, or disqualification.
- d. All candidates are responsible at all times for their conduct to the Board of Elections. Anyone in violation will automatically be referred to the Office of Student Judicial Affairs.
- e. Any candidate may contest election results any time **before** the official results are posted, by notifying the Office of Student Affairs in writing. The Board of Elections may order a recount if deemed necessary or a new election if it will insure a fair result. The Board of Elections will establish the procedure of the new election.

6.0 Legalities

- a. All elected SGA officials (excluding freshmen) shall assume office on the day after spring commencement.
- b. All officials shall take oath of office in the fall semester.
- c. Appointed officials shall assume office after being approved by the Senate.
- d. All officials shall serve until the day of spring commencement.
- e. Freshman will assume office immediately after the election results have been verified and confirmed by the University President.
- f. The Vice President of Student Affairs will handle the Oath of Office for the Student Government Association.
- g. Any student found in violation of any negative posting on any social media forum regarding a candidate will be referred to the office of Judicial Affairs.
- h. If a candidate contests the election results then the Board of Elections shall have one week after the filing in which to decide what action is to be taken. The Board of Elections will make all decisions regarding disqualifications. Any appeals must be submitted to the Office of Student Affairs within 24 hours of the Board of Elections' decision.

All previous Election Codes are hereby repealed.

SGA Campaign Do's and Don'ts

Do	Don't
Meet ALL requirements prior to running for a position	Actively/formally campaign outside of specified time
Attend all SGA Election Week Activities	Use technology for campaign purposes
Present a valid copy of Student Fee Sheet and ID when applying for office *MUST BE REGISTERED*	Compromise the dignity of the university
Actively campaign ONLY during the time set forth by the Board of Elections (BOE)	Disturb class by campaigning
Submit names of campaign manager and workers on the form provided by the BOE	Create flyers (of any kind) for campaign purposes, personal promotion, etc.
Make certain ALL displays are removed by 11:30am on the last day of campaigning	Hold the BOE, SGA, or GSU responsible for any loss during the election period
Submit ALL reports regarding campaign violations (TYPED and SIGNED) to the Office of Student Affairs within 24 hours of the alleged violation.	Place campaign material inside or on buildings, light post, statues, monuments or steps (unless approved by the BOE)
Not use more than 3 cars during the SGA Elections Parade	Defame other candidates
Distribute CLEARLY LABELED TRADEMARK, COMPANY LOGO consumable food items during election activities	Use 18 wheelers, motorcycles, 3 or 4 wheelers, helicopters, fire trucks, limousines, animals, fire or explosives during the SGA Election Parade
Direct ALL questions and concerns to the BOE in writing. Must be typed, signed and submitted to the Office Student Affairs.	Campaign 50 feet around or inside academic buildings (Jacob T. Stewart, Brown Hall, A.C. Lewis Memorial Library, Charles P. Adams, Washington Johnson Complex, Betty E. Smith Nursing Building, Fredrick C. Hobdy Assembly Center, Carter G. Woodson Hall, Conrad Hutchinson Performing Arts Center, George Washington Carver Hall, Dunbar Hall)
Use nicknames for campaign purposes (optional)	Actively campaign inside the Favrot Student Union
	Host parades
	Drive or ride on cars in an unsafe/inappropriate manner
	Allow parents, university employees or nonstudent relatives to actively campaign
	Campaign before 8:00am or after 10:00pm

Printed Name _____

Signature _____ Date _____



Ballock Street

AC Lewis Memorial Library

Alma J Brown Elementary

Grambling State University

Panda Express

Grambling State University Laboratory...

Reed Street

149

Voting Instructions

How to Vote Online:

- Go to www.gram.edu
- Log in to Banner Web
- Click Email Account Information
- Go to GSU Webmail
- Log in Using Username and Password
- Search Inbox for SGA Spring Elections Ballot

Vote and Submit