

**BY-LAWS OF THE STUDENT GOVERNMENT  
ASSOCIATION  
OF AZUSA PACIFIC UNIVERSITY**  
(Revised April 2024)

# Table Of Contents

<b>ARTICLE ONE Mission Statement and Objectives.....</b>	<b>3</b>
<b>ARTICLE TWO Establishment and Maintenance of the By-Laws.....</b>	<b>3</b>
<b>ARTICLE THREE SGA Structure and Officers.....</b>	<b>3</b>
I. The structure of SGA.....	3
II. Duties of SGA Officers.....	3
III. Membership.....	6
IV. Qualifications.....	6
V. Replacement Procedures for Dismissed, Recalled, or Replaced Officers.....	7
VI. Meetings.....	8
<b>ARTICLE FOUR The SGA Advisor.....</b>	<b>9</b>
<b>ARTICLE FIVE Procedures and Policies.....</b>	<b>10</b>
I. Elections Procedures and Policies.....	10
II. Appointment of Officers.....	14
III. Committees.....	14
IV. Financial Procedures and Policies.....	15
VI. Attendance Policies.....	17
<b>ARTICLE SEVEN Bills and Resolutions.....</b>	<b>18</b>
<b>APPENDIX Glossary.....</b>	<b>19</b>

## **ARTICLE ONE - Mission Statement and Objectives**

- I. The Azusa Pacific University Student Government Association, hereafter referred to as SGA, is a proactive student government comprised of student officers committed to upholding the university's Four Cornerstones: Christ, Scholarship, Community, and Service. SGA works to bridge the gap between students and administration, improving the spiritual, academic, and social well-being of the student body through God-centered leadership and service.

## **ARTICLE TWO - Establishment and Maintenance of the By-Laws**

- I. The SGA Officers, as defined below, shall establish and maintain the By-Laws:
  - A. By-Laws shall be created, amended, and repealed by the SGA Officers according to the provisions of the Constitution.
  - B. All By-Laws shall receive a majority vote for approval and shall remain binding until changed by a new vote.

## **ARTICLE THREE - SGA Structure and Officers**

- I. The structure of SGA shall be as follows:
  - A. Executive SGA Officers
    1. One President.
    2. One Vice President.
    3. One Director of Finance.
    4. One Director of Communications.
  - B. General SGA Officers
    1. Four Student Senators.
    2. Two Strategists.
    3. Two First-Year Representatives.
  - C. The quantity of officers in these positions may shift from year to year, but must be in accordance with the guidelines enumerated in Article V of the SGA Constitution.
  - D. No person shall hold more than one position within SGA concurrently, but may transition to a new position during the year.
  - E. All officers are either elected or appointed.
- II. Duties of SGA Officers:
  - A. All SGA Officers shall:
    1. Read and understand the Constitution and By-Laws.
    2. Attend weekly Business Meetings.
    3. Attend all mandatory training and orientation sessions.
    4. Attend at least two on-campus events per semester.
    5. Serve on committees as appointed by the SGA President.

B. The SGA President shall:

1. Attend weekly Executive Committee Meetings.
2. Work up to 18 hours per week, or as the job requires.
3. Provide strategic direction for the entire SGA team by establishing goals and providing accountability.
4. Chair weekly Executive Committee meetings to provide direction to the rest of SGA, including setting the agenda.
5. Chair weekly business meetings for all members of SGA, including setting the agenda.
6. Speak on behalf of the entire SGA and Student Body in public forums.
7. Regularly meet with and advise members of the Executive Committee.
8. Ensure healthy cohesion and effectiveness of the entire SGA team by establishing a team culture and facilitating group dynamics.
9. Review weekly reports from all SGA members.
10. Represent the Student Body at Board of Trustees meetings and in Student Life Committee meetings.
11. Meet weekly with the SGA advisor and regularly with the Dean of Students, Vice President of Student Belonging, Provost, and the University President.

C. The Vice President shall:

1. Attend weekly Executive Committee Meetings.
2. Work up to 15 hours per week.
3. Oversee SGA projects, internal communications, and in-office work and support members as needed.
4. Keep track of SGA office hours, member attendance, and timekeeping.
5. Ensure adherence to the SGA Constitution and By-Laws.
6. Document all SGA Executive Committee meetings and business meetings by taking attendance and recording meeting minutes to be posted on the SGA website.
7. Maintain office cleanliness, appliances, and supplies.
8. Execute semi-regular job evaluations with all SGA members.
9. Oversee the SGA Elections process for the following term, including serving as chair of the Elections Committee.
10. Meet weekly with the SGA President and with the SGA Advisor as needed.

D. The Director of Finance shall:

1. Attend weekly Executive Committee Meetings.
2. Work up to 12 hours per week.
3. Be responsible for setting and passing the annual budget.

4. Keep records of all expenses within the association
  5. Manage and update the budget.
  6. Communicate the financial position of the association to team members.
  7. Manage the SGA Discretionary Fund, which helps to finance student events put on by clubs and organizations on campus.
  8. Meet with the CFO of the University as needed.
  9. Meet with the SGA President and SGA Advisor as needed.
  10. Facilitate distribution of the SGA Student Survey, which is administered to the whole student body to gain feedback about APU experience.
- E. The Director of Communications shall:
1. Attend weekly Executive Committee Meetings.
  2. Work up to 12 hours per week.
  3. Chair weekly meetings with the PR Committee.
  4. Determine PR goals and timeline, delegating tasks accordingly.
  5. Maintain the SGA website.
  6. Manage the SGA Instagram account.
  7. Devise and implement marketing strategies for SGA projects throughout the term (ie. posters, social media, website, etc.).
  8. Oversee marketing for First-Year Representative and Elections recruitment.
  9. Chair the Table Committee and oversee the event planning process.
  10. Meet with the SGA President and SGA Advisor as needed.
- F. The Student Senators shall:
1. Work up to 8 hours per week.
  2. Collect student feedback through in-person interactions, including tables on Cougar Walk and focus groups.
  3. Design creative ways to solicit student feedback.
  4. Analyze student feedback to determine actionable plans for its use.
  5. Connect with offices across campus to communicate student feedback.
  6. Plan events to enhance the student experience.
  7. Support other SGA members as needed.
- G. The Strategists shall:
1. Work up to 8 hours per week.
  2. Attend weekly PR committee meetings.
  3. Work with the Director of Communications to effectively communicate SGA projects to the Student Body through various forms of media including, but not limited to:
    - a) Management of the SGA Instagram account

- b) Creation of graphics
- c) Production of the monthly newsletter

H. The First-Year Representatives shall:

1. Work up to 6 hours per week.
2. Collect student feedback through in-person interactions, including tables on Cougar Walk and focus groups.
3. Design creative ways to solicit student feedback.
4. Analyze student feedback to determine actionable plans for its use.
5. Connect with offices across campus to communicate student feedback.
6. Plan events to enhance the student experience.
7. Support other SGA members as needed.

III. Membership:

A. The voting power, removal conditions, and term shall be equal for all SGA Officers.

1. The acting chair of the Business Meeting shall not have a vote, unless a tie-breaker is required.
2. Each SGA Officer shall have the power to fulfill all duties vested in them by the Constitution and By-Laws.

IV. Qualifications:

A. No Executive Officer should assume a position during their term of office that would hinder their responsibilities in fulfilling their job description. In the event of this occurring, the SGA President and SGA Advisor reserve the right to request the Executive Officer to complete the petition process.

1. Examples of these positions include:
  - a) Athletics
  - b) Musical groups
  - c) Resident Advisor
  - d) Any accumulation of job or internship exceeding 10 hours per week
  - e) Student Orientation Leadership
  - f) Any student leadership roles in other on-campus organizations

B. No General Officer should assume a position during their term of office that would hinder their responsibilities in fulfilling their job description. In the event of this occurring, the SGA President and SGA Advisor reserve the right to request the General Officer to complete the petition process.

1. These positions include:
  - a) Resident Advisor
  - b) Any accumulation of job or internship exceeding 15 hours per week

- c) Student Orientation Leadership
  - d) Executive leadership roles in other on-campus organizations
2. These positions do not include:
- a) Musical groups
  - b) Athletics

C. Petition Process:

- 1. The petition process consists of the following three components:
  - a) A brief letter of explanation as to how they intend to fulfill all positions in which they are participating with God-honoring integrity.
  - b) A letter of support from their immediate supervisor for the other position.
  - c) An affirmative majority vote from the SGA Executive Committee.
- 2. The petition process may be initiated for other unusual or extenuating circumstances at the discretion of the SGA President and SGA Advisor.

D. Student Leadership Covenant:

- 1. Each SGA Officer shall be held accountable to the Code of Conduct as set forth in the Student Leadership Covenant.
- 2. Should the Student Leadership Covenant or any other university policies be broken, the officer shall be subject to discipline up to and including or removal as agreed upon by the SGA President, Vice President, and SGA Advisor, .

E. If an SGA Officer fails to fulfill and maintain the qualifications for their position, they may be dismissed after due consideration by the SGA President and SGA Advisor. These qualifications include:

- 1. Active status as an undergraduate student, as determined by the registrar.
- 2. Enrollment in between 9 and 18 units during each semester of their term in office, as determined by the registrar.
- 3. Adherence to the University Statement of Faith.
- 4. Adherence to the Student Standards of Conduct located in the Student Handbook as well as the Student Leadership Covenant.
- 5. Maintenance of a cumulative grade point average of at least 2.70 during the semester immediately preceding their term in office and through the term in office.

V. Replacement Procedures for Dismissed, Recalled, or Replaced Officers:

A. Procedure for dismissal:

- 1. An officer may be dismissed if they do not meet the requirements set forth in the By-Laws.
- 2. After consideration by the SGA President and the Executive Committee

and a majority vote conducted in an SGA Business Meeting, the dismissal shall be official.

B. Procedure for replacement:

1. SGA President:

a) In the event of the resignation or removal of the SGA President from office after their election and before the end of their term, the Vice President shall become the SGA President and assume all presidential duties and responsibilities.

b) In turn, the Executive Committee will appoint a new Vice President.

(1) It is recommended that this appointment be made internally in order to maintain continuity within SGA.

2. Executive Officers:

a) In the event of the resignation or removal of an Executive Officer, the Executive Committee may appoint another person to assume the position for the remainder of the term.

(1) It is recommended that this appointment be made internally in order to maintain continuity within SGA.

3. Student Senators and Strategists:

a) In the event of the resignation or removal of a Senator or Strategist from office during the academic year, the SGA President may appoint another person to assume the position for the remainder of the term.

b) Should a Student Senator or Strategist relinquish or be disqualified from their position prior to the start of the fall semester, the Executive Committee may review the original voting results and appoint the appropriate candidate for the position.

4. First-Year Representatives:

a) In the event of the resignation or removal of a First-Year Representative from office during the academic year, the Executive Committee may appoint another student to assume the position for the remainder of the term of office.

5. Newly appointed SGA Officers shall take office immediately following an affirmative majority vote in an SGA Business Meeting.

VI. Meetings:

A. Executive Committee Meetings

1. The Executive Committee shall meet once a week.

2. Meeting times shall be as decided by the Executive Committee.

3. Executive Committee Meetings shall be chaired by the SGA President.



B. Business Meetings

1. SGA Business Meetings are open to any undergraduate students who wish to attend.
2. Business Meetings shall occur weekly throughout each semester.
  - a) These meetings may be canceled at the discretion of the SGA President.
  - b) Cancellations shall be reasonably communicated to the Student Body.
3. Business Meetings shall be chaired by the SGA President.
4. Agendas and previous minutes shall be emailed to all officers at least 24 hours before the Business Meeting.
5. Business attire shall be worn to the weekly Business Meetings.
  - a) Exceptions may be made at the discretion of the SGA President.

C. Executive Session

1. With a majority vote, a meeting may be closed to all people except SGA Officers and the SGA Advisor.
2. If necessary, specified guests may remain in the executive session with a majority vote.

D. The SGA President or Vice President may call special meetings of the Executive Committee and/or SGA Officers with at least 24 hours' notice.

**ARTICLE FOUR - The SGA Advisor**

- I. The SGA Advisor shall perform the following duties:
  - A. Read and understand the SGA Constitution and By-Laws.
  - B. Ensure that all candidates running for office are in good standing with the university.
  - C. Attend all weekly Executive and Business Meetings.
    1. The SGA Advisor is not a voting officer.
  - D. Provide information, advocacy, and advice to SGA Officers.
  - E. Meet weekly with the SGA President to assist in evaluating group projects, direction, performance, needs, concerns, and overall student representation.
  - F. Check the qualifications twice annually of the SGA Officers, including full-time enrollment, GPA, and potentially conflicting outside activities (as described in Article Three).
    1. If any qualifications are unmet, the SGA Advisor shall discuss any appropriate action with the SGA President.
  - G. Attend all retreats and orientations to assist and advise the SGA President in promoting group relationships, goal setting, evaluation of purpose, leadership training, and the logistics of planning as needed.

- H. Conduct evaluations of all officers once each semester.
  - 1. The format of these evaluations will be left to the discretion of the SGA Advisor.
- I. Formalize the hiring of all SGA Officers as university employees.
- J. Supervise all members of SGA, including approving timecards and initiating disciplinary actions as necessary.
- II. SGA Officers shall work closely with the SGA Advisor to fulfill all duties and responsibilities of SGA.

## **ARTICLE FIVE - Procedures and Policies**

- I. Elections Procedures and Policies:
  - A. The following are the elected officers:
    - 1. SGA President
    - 2. Vice President
    - 3. Student Senators
  - B. Voter Eligibility:
    - 1. All members of the current Student Body shall be eligible to vote in the SGA elections.
  - C. Elections:
    - 1. The Executive Officers shall appoint the date of all SGA elections:
      - a) The election week for Executive Officers and Student Senators shall be no more than two weeks following the deadline day for submission of applications. Any applications submitted after the deadline will be considered as write-in candidates and their names will not appear on the ballot.
      - b) The election for Executive Officers and the Student Senators shall be held before April 1<sup>st</sup> provided that extenuating circumstances do not prevent this.
    - 2. The Vice President will monitor, publicize, and direct all SGA elections.
    - 3. All candidates, except write-in candidates, shall be given equal opportunity to be heard by the Student Body.
    - 4. Candidates for SGA President, Vice President, and Student Senators are required to write a paragraph stating their platform and why they are running. The paragraphs will be on the electronic ballot, viewable at the time of voting.
    - 5. To be considered as a write-in candidate, the candidate must submit a complete application prior to the opening of the ballot.
      - a) All write-in votes for candidates that have not submitted a complete application shall not be tallied in the final vote count.

D. Elections Publicity:

1. The Executive Committee shall set a spending limit for all campaign publicity which shall be equal for all candidates. Donations, whether from internal or external donors, shall count towards the total spending limit.
2. The Elections Committee shall be responsible for the supervision of publicity by candidates for election to office:
  - a) All publicity of candidates for election must have the approval of a member of the Executive Committee or a member of the Elections Committee.
  - b) No obscenity, slanderous remarks, or libelous connotations are allowed on election publicity.
  - c) The Elections Committee shall monitor the campaign spending limit imposed by the Executive Committee.
  - d) Sidewalk chalk may not be used for publicity purposes.
  - e) No student running for office may be sponsored or promoted by a faculty member, staff member, or member of University Administration.
3. Placement of Advertisement:
  - a) Election publicity may be placed at the discretion of the Vice President.
  - b) All election publicity must adhere to the regulations and guidelines set by the Office of Campus Life for that academic year.
  - c) All publicity may be removed at the discretion of the Executive Committee.
  - d) All publicity must be removed within 24 hours following the conclusion of the election.
4. Infraction:
  - a) Anyone found removing, destroying, or defacing any publicity without express permission should be reported to the Vice President and the offending party will be referred to the Dean of Students for disciplinary action.
  - b) All publicity that is found to violate the set restrictions can be immediately taken down by any SGA Officer or other authorized persons and the SGA may, by majority vote, suspend the offender's eligibility to run for office and/or vote for the SGA election term during which the infraction took place.

E. Elections Committee

1. The Vice President shall serve as the Elections Committee Chairperson.
2. All SGA Officers are eligible to be members of the Elections Committee if

they are not running to hold office for the following term.

3. All SGA Officers serving on the Elections Committee must willingly give up all association with any candidate running for office and remain completely neutral as to candidate support.
4. The Elections Committee shall not support, campaign for, or generally endorse any candidate for any position, either collectively or individually.
  - a) Members of the Elections Committee maintain the right to vote.
5. If a member of the Elections Committee compromises their ethical integrity by supporting, campaigning for, and/or generally endorsing any candidate, it shall be cause for removal from office.
6. The Vice President is responsible for informing each individual member of the Elections Committee of their ethical duties and responsibilities, as well as the consequences should a member fail to meet their responsibilities, at least one week before election procedures begin.
7. All current SGA Officers, including those running for office the following term, are permitted to personally endorse candidates in the elections process. This excludes members of the Elections Committee.

Contingencies are as follows:

- a) Members eligible to personally endorse candidates would do so on their own time, such as via personal social media and personal conversations.
  - b) They may not make an endorsement statement on behalf of all of SGA.
  - c) They may not personally endorse candidates while on office hours.
  - d) They may not personally endorse candidates in the office (which includes wearing or holding campaign material).
  - e) They may not personally endorse candidates in or near the office (which includes wearing or holding campaign material).
  - f) Any member in violation of the guidelines set forth shall be eligible for removal from office.
8. Each candidate shall be given the following:
    - a) A copy of the job description of the position they are seeking.
    - b) A Signature Sheet:
      - (1) The Signature Sheet shall provide space for the candidate's name, their box number, the office sought, fifty names, and student I.D. numbers.
      - (2) Only the candidate may submit or withdraw their Signature Sheet.
      - (3) Only members of the Student Body may sign the Signature

Sheet.

(4) In the event a Signature Sheet fails to be considered valid due to insufficient signatures, the candidate shall, upon notification, be given 24 hours to acquire the remaining signatures.

(5) The Signature Sheet shall be available for a period of at least one school week before the election.

(6) The Election Committee will decide the submission deadline for the Signature Sheet.

c) Upon request, each candidate will receive a copy of the SGA Constitution and the By-Laws.

9. Ballots:

a) Voting shall be conducted via a secure online ballot (e.g. Google Forms).

b) Each ballot for the regular election shall contain the following:

(1) The designation of “official ballot”

(2) The date of the election

(3) The name of the office (for whom the ballot is being sent)

(4) The names of the candidates listed in alphabetical order

(5) A space for write-ins

(6) A notification of how many times the voter should vote

(7) A short paragraph for each of the candidates’ platforms explaining why they are running

10. Ballot Tabulation:

a) In order to be valid, the ballot must be registered online with an @apu.edu email.

b) If a voter has voted more than the stipulated times per office, the vote is considered void.

c) The Vice President will be responsible for securing and totaling the final official vote count with the attendance of one of the following: the SGA Advisor, the SGA Advisor’s designee, two Elections Committee members, or two current Executive Officers.

d) A simple majority of votes shall be necessary for the election of all SGA Officers. If no candidate receives this, then the two leading candidates shall be voted upon in a runoff election.

e) Votes cast for non-eligible candidates will be considered void in tabulating the majority, per By-Law 5.III.C.5.a.

f) In the event of a tie, there shall be a runoff election.

g) Election results for all SGA elections shall be announced at a

pre-designated time via email as determined by the Executive Committee.

- F. Run-off Elections:
  - 1. Run-off elections for the Executive Officers and Student Senators will be at least one school day and not more than five school days after the regular election.
  - 2. There will be no write-in candidates on this ballot. In the event any write-in ballots are cast, they shall not be tallied in the final vote count.
  - 3. In the event of a tie, the Elections Committee shall make the decisions regarding any further voting.
- G. Recognition of SGA Officers (Elected and Appointed):
  - 1. The new SGA officers shall officially take office the day following Spring Commencement
- II. Appointment of Officers:
  - A. Appointed Executive Positions:
    - 1. Director of Finance
    - 2. Director of Communications
  - B. Applications for appointed Executive positions shall be made available from the President-elect starting the week following SGA elections. Applications shall be open and received by the President-elect for at least one week after they are made available.
    - 1. The candidates for these positions shall be interviewed and appointed by a committee consisting of the President-elect, Vice President-elect, and any existing Executive Officers, at the discretion of the President-elect.
      - a) The same qualifications of elected officers shall apply to appointed officers.
  - C. Unfilled Positions:
    - 1. In the event that there are no eligible candidates to fill a position, the position will be filled by Presidential appointment with a majority vote of approval from the current SGA Officers.
- III. Committees:
  - A. Committees shall be formed within SGA at any time during the academic year at the discretion of the SGA President. Any SGA officer may be appointed to a committee at any time at the discretion of the SGA President. The following are examples of previous SGA Committees that may be appropriate to maintain:
    - 1. Elections Committee: More information on the Elections Committee can be found in By-Law 5.I.E.
    - 2. Finance Committee: More information on the Finance Committee can be found in By-Law 5.IV.A.

3. Survey Committee: The Director of Finance shall chair this committee. The committee will work to develop the survey in order to provide an opportunity for students to give their feedback. The survey shall be made available to the Student Body during the spring semester of each school year. The results of the survey shall be shared with the Student Body, incoming SGA, and applicable offices and administrators.

#### IV. Financial Procedures and Policies:

##### A. Finance Committee:

1. The Finance Committee shall be established with the following membership:
  - a) SGA President
  - b) Vice President
  - c) Director of Finance
2. The SGA President shall be the chair.
3. The SGA Advisor shall be an ex-officio member with no vote.
4. The Finance Committee will meet at the discretion of any member to deal with financial concerns.
5. A majority decision shall constitute approval by the Finance Committee and shall be presented to the Executive Committee by the Director of Finance in the form of a report. In the event that the Executive Committee should disapprove of the Finance Committee's measures, such measures shall be returned to the Finance Committee for further consideration in view of the Executive Committee's recommendations.
6. The Finance Committee is authorized to allot unbudgeted funds in any amount under \$500.00 at their discretion.
  - a) All unbudgeted requests of \$500.00 or more shall be voted on in a Business Meeting.

##### B. Budget:

1. The SGA Budget will be prepared by the Director of Finance with the approval and recommendation of the Financial Committee, and it will be presented for approval in a Business Meeting prior to September 15th. The SGA Budget is made on an academic-year basis based on the established vision of the SGA team in office.
2. Once the SGA Budget is approved for the given academic year, respective Executive Officers will have the authority to spend the allocated funds in their team's budget.
3. Current SGA Officers will have financial authority until their term ends, no matter when the University fiscal year ends.
  - a) In the event of a gap between SGA teams, the SGA Advisor will

have discretion over SGA's finances.

C. Deposit and Disbursement of Funds:

1. Money will be expended by the Director of Finance through an online reimbursement system at the discretion and volition of the University Business Office. A reimbursement policy will be established by the Director of Finance at the beginning of said officer's term in office.
2. All contracts must be signed by the Director of Finance in order to be officially recognized as binding.
3. Contracts for goods or services entered into by students, faculty, staff, administration, or alumni for the SGA without the approval of the SGA Finance Committee or a check approved by the Director of Finance will not be assumed by the SGA and such purchases will be presumed to be the personal business of the individual concerned. Money expended by faculty or students for the purchase of supplies, equipment, etc., for the SGA will not be reimbursed and such materials or services will be recognized as a gift to the SGA. Reimbursement may be approved at the discretion of the Director of Finance and/or Finance Committee.

D. Director of Finance's Report:

1. The Director of Finance shall prepare monthly reports for the Executive Committee as to the status of all SGA accounts and budgets.

E. Withdrawal and Redeposit:

1. Any funds granted by SGA for specific expenditures and found to be in excess of the amount actually needed for said specific expenditures must be returned to the Director of Finance.
2. Any funds withdrawn, transferred, or borrowed from the amount budgeted must be handled by the Director of Finance along with receipts for funds expended.

F. Request for Funds:

1. All student organizations requesting a budget apportionment from SGA funds must submit a discretionary funding request and present their request during the weekly business meeting
2. Any outside organization that is approved to receive funds from SGA will be required to submit a financial report of the event and will be transferred funds after the completion of the event. If the outside organization cannot provide funds for the event beforehand, then SGA will vote to make funds available before the event on a case-by-case basis. However, standard transfer procedure will be as follows:
  - a) Completion of the discretionary fund form process at the discretion of the Director of Finance in office.



- b) Presentation of the organization’s proposal for funding at the weekly business meeting.
- c) If the proposal is passed, the outside organization will need to submit a financial report detailing all expenditures made for the event, as approved in a Business Meeting.
- d) At the completion and submission of the financial report, SGA will transfer funds to the respective organization’s department account.

G. SGA Monetary Accounts:

- 1. It is not permissible to open accounts at any bank or any other financial institution without written approval from the SGA Advisor.

V. Attendance Policies:

A. Attendance is required for SGA Officers at all Business Meetings unless excused by the SGA President.

- 1. Executive Officers are similarly required to attend Executive Committee meetings.

B. Each officer is allowed three absences per semester.

- 1. Officers shall be notified of their total absences after each absence.

C. An officer is absent if they arrive fifteen (15) minutes after the meeting is called to order.

D. An officer is tardy if they arrive after the meeting is called to order.

E. If an officer is tardy three times, it will count as an absence.

F. Four absences may be grounds for dismissal if approved by a majority vote of the Executive Committee.

G. Absences due to illness, injury, emergency, or other circumstances out of the officer’s control may be excused at the discretion of the SGA President.

H. A leave of absence in cases of serious illness or injury or a personal tragedy shall be no longer than two weeks. After this time the SGA Advisor, in accordance with the Executive Committee (provided they are not the officer in question), shall decide what action should be taken in regard to that officer’s position, which may include dismissal from their position.

**ARTICLE SIX - Bills and Resolutions**

- I. Any member of the Student Body may submit a Bill or Resolution to SGA.
- II. All legislation shall satisfy the following requirements before being presented in a Business Meeting:
  - A. Must be in the form of a Bill or Resolution, as determined by the SGA Executive Committee at the beginning of the academic year.
  - B. Must be sponsored by an SGA Officer and contain the sponsor’s name, the title of the Bill or Resolution, and the date.

- C. Must be submitted according to the submission policy for all Bills and Resolutions, as determined by the SGA Executive Committee at the beginning of the academic year.
  - D. Must be submitted to all SGA Officers at least 24 hours in advance of the meeting.
- III. Legislation shall become effective upon an affirmative majority vote of the Officers and the SGA President's signature.

## **APPENDIX - Glossary**

***Business Meeting*** - Meetings held on a weekly basis comprised of all members of the SGA.

Relevant topics pertaining to the student body are discussed and legislation is passed to further the betterment of the Azusa Pacific undergraduate student body

***Executive Officer***- Any SGA member in the Executive Committee (SGA President, Vice President, Director of Finance, and Director of Communications)

***General Officer***- Any SGA member not in the Executive Committee (Student Senators, Strategists, and First-Year Representatives)

***Majority***- 2/3 of the total voting population.

***SGA Officer***- Any member of the SGA, broken into classifications of Executive and General Officers.

***Simple Majority***- More than half of the total voting population (50% + 1)

***Student Body*** - The entire APU undergraduate student population

***Student Government Association (SGA)***- The official voice through which student opinion may be expressed in academic, cultural, and social affairs. It represents the interests and goals of the entire student body