

THE CODE OF THE STUDENT GOVERNMENT ASSOCIATION OF EMORY UNIVERSITY

SCOPE

This document shall be the highest governing document after the Student Constitution of Emory University (the Constitution of the Student Government Association and hereunto the “Constitution”).

TITLE I: GENERAL PROVISIONS

All members of the Student Government in such regular meetings are encouraged to share pronouns regularly and when granted floor privilege for the purpose of introduction. All members shall respect and use members’ provided pronouns. Repeated and malicious misuse of pronouns by a member of the Student Government may be subject to disciplinary action, including removal from office.

Article 1. Definitions

In this Code and all Bylaws of the Student Government Association (SGA), the following words or phrases, in both their singular and plural forms, unless explicitly altered in any governing document, mean the following:

- A. “Code of the SGA” or “SGA Code” refers to this document.
- B. “Personnel” refers to members of the Student Governance Services.
- C. “Members of the SGA” or “Members” include all individuals of the SGA except for Personnel.
- D. “Officers of the SGA” or “Officers” include the President, Executive Vice President, and all Members of SGA who perform administrative tasks within a branch, such as the Member who serves as the Speaker of the Legislature or Chief Justice of the SGA.
- E. “Members of the Executive Board” or “Executive Board” refers to the following: Vice President for Communication, Vice President for Finance, Attorney General, Vice President of Oxford-Atlanta Relations, Vice President for Sustainability, Vice President for Transfer Student Affairs, Vice President for International Student Relations, Vice President for Technology, Vice President for Student Concerns, Vice President for Diversity, Equity, Inclusion and Belonging, RHA-SGA Liaison, SAB-SGA Liaison and FYC Director.

- F. “Executive Agencies” and “University-Wide Organizations” refers to the Student Programming Council (SPC); Media Council (formerly the Publications Council); Club Sports, Outdoor Emory, Emory Entrepreneurship & Venture Management (EEVM), and TableTalk.
- G. “Divisional Council” refers to the four (4) established governing bodies for respective constituencies, as defined in the Undergraduate Student Constitution.
- H. “Governing Body” refers to the SGA or any of its Divisional Councils.
- I. “Establishments” refers to Executive Agencies and Divisional Councils.
- J. “Establishment Bylaws” refers to the Constitutions of Divisional Councils and Executive Agencies.

Article 2. SGA Communication with the Board of Trustees

Section 1. General Communication

- A. General communications with the Board of Trustees to any member of SGA will be through the preferred method of the Board of Trustees.
- B. The President of the SGA (“President”) will serve as the representative and spokesperson of SGA in matters not defined by the following Sections of this Article provided that they openly communicate and regularly update members and officers of SGA as appropriate and on a regular basis, defined as within 2 weeks of any communications.

Section 2. Legislative Communication and Issues of Significance

- A. Any communications to or from the Board of Trustees to any member of the SGA regarding the Student Legislature (“Legislature”) as defined by the governing documents must be communicated to, at minimum, a majority of the filled seats of the Legislature before further correspondence occurs.
- B. Any time the Board of Trustees asks any member of the SGA for their recommendation regarding student fees, including but not limited to the SAF, the recommendation must be given by the legislature.
- C. All students affected by any change (e.g. SAF) shall receive direct notification, through both an email and at least one other easily accessible platform including but not limited to the SGA website or Instagram, of when the matter will be discussed, and of the result of any deliberation.
 - a. If this is found to be infeasible, an explanation shall be sent to all students affected as soon as possible.
 - b. The prior notification must happen before the discussion and the result will be shared within one week or when possible.

- D. If any member of SGA is found to have violated the prior clauses, the matter will be referred to the Constitutional Council.

Article 3. Acts & Formalities of Enactment

Section 1. Enacting Clause

The enacting clause of all Acts of the Legislature shall be in the following form:
“Therefore, be it enacted by the [number of Academic Years starting from 1967-1968] Student Legislature of Emory University...”

Section 2. Promulgation of Law

- A. Pursuant to Article VIII, Section 2, Clause I of the Constitution, the President has thirteen (13) days to approve or veto a bill of the Student Legislature after they have received it from the Legislature.
- B. Upon the President’s approval or having been returned by them with their objections to the Legislature, a bill should also be sent to the Secretary of the SGA (“Secretary”) by the President.
- C. Whenever the President rejects a bill, they shall send it to the Speaker of the Legislature, Vice President for Communications, and Secretary of the SGA.
- D. After a bill has been vetoed, a resolution to override the veto of the respective bill may be entered into the Legislature, according to its Rules, which shall require at least two-thirds ($\frac{2}{3}$) of the present members of the Legislature, pursuant to Article IV, Section 3 (H) of the Constitution, to pass affirmatively.

Article 4. Resolutions & Formalities of Resolving

Section 1. Resolving Clause

The resolving clause of all Resolutions of the Legislature shall be in the following form:
“Therefore, be it resolved by the [number of Academic Years starting from 1967-1968] Student Legislature of Emory University...”

Section 2. Reasons and Procedures for Resolutions

- A. A resolution may be entered into the Legislature when:
 - a. It is a matter that does not require the President’s approval (therefore not codifying or a deciding law), including but not limited to amending the Rules of the Legislature, expressing its opinion as a body (such as no

- confidence in any individual or group), or approving the Rules of Procedure of the Constitutional Council; calling for a referendum or a bill to amend the Student Constitution; etc.; or,
- b. The Constitution solely empowers the Legislature to decide a matter, including but not limited to, impeaching, removing, or expelling a member, officers, or personnel of the SGA or its establishments; overriding a veto of the President, etc.
- B. The Speaker of the Legislature shall send the President a copy of all passed resolutions, in accordance with Section 2(A)(1) of this Article, as if they were bills, according to Article 2, Section 2 of this Title, providing a section for their support.
- a. If the resolution is supported by the President, then it shall be considered the opinion of the SGA, until a new individual shall have assumed office of the President or until at least a majority of the Legislature shall be different from those Legislators who voted affirmatively for the Resolution.
 - b. If the resolution is not supported by the President, it will be considered an opinion of the Student Legislature.

Section 3. Issues of Significance

- A. The Board of Elections shall oversee all bills or resolutions from the Legislature calling for a referendum(s) only when received from the President, pursuant to Article X (H) of the Constitution.
- B. The Board of Elections shall certify the appropriate vote, denoting whether or not the respective item(s) passed before the Student Body.
- C. The Chairperson of the Board of Elections and Secretary will inform all members of the SGA and Justices of the Constitutional Council accordingly, and publicize to the student body through both an email and at least one other easily accessible platform including but not limited to the SGA website or Instagram.
- D. If the Board of Elections is unable to perform its duties, the Legislature may conduct the referendum process pursuant to The Student Constitution Article IV Section 3, Subsection M.
- E. Requirements of Notification:
 - a. The duty of sending the notification shall lie with the Chairperson of the Board of Elections and the Secretary.
 - b. A notification shall be sent on, or preferably before, the day of the first reading of the bill regarding the issue of significance.

- c. Notification shall, at minimum, come in the form of an email sent to all Undergraduate students enrolled at the University containing the following:
 - i. The date on which the Issue will appear in written legislation in the 'First Readings' section of the Agenda.
 - ii. The date on which the Issue will appear in written legislation in the 'Daily Calendar' section of the Agenda.
 - iii. The times and locations of the Legislative Sessions at which the Issue will appear on the Agenda.
 - iv. The date, time, and location of the Public Forum.
 - v. The Title(s), Author(s), and Full Text of any legislation concerning the Issue.

Article 5. Code of the SGA and Supplements

- A. All bylaws/codes, rules, and orders shall be published on a public SGA website on a platform managed by the Vice President for Communications and/or the Vice President for Technology.
- B. An up-to-date copy of the Constitution, this Code, Regulations of the Judiciary, and any other bylaw at the pleasure of the President, Attorney General, the Legislature, or the Constitutional Council shall be permanently published on the public SGA website.
- C. The Attorney General will maintain this Code and all other governing documents of the SGA.
- D. At the beginning of each new Legislature, before its second legislative session/day, the Secretary shall ensure that all officers, members, and personnel of SGA, and the Constitutional Council, have access to all Governing Documents.

Article 6. Communications Access and Procedures

- A. **SGA ListServ:** The Executive Board, through the President and Vice President of Communications, or in the case of elections, the Chair of the Elections Board, is authorized to use the SGA ListServ to email all undergraduate students in the performance of their duties defined in the governing documents of the SGA.
 - i. Before the release of any message not otherwise authorized by legislation, using the SGA ListServ, a 24-hour notification shall be given to the Executive Board. Should 1/3 of the Executive Board members petition to stop the release of a message, a majority vote of the Legislature shall be required to release a message.
 - ii. Opinions or statements of the SGA to be released on the ListServ must be passed via resolution, according to the procedures in this Code. Any one of the following may make the determination that a message is an opinion

or statement: The President, the Vice President, Vice Presidents of Communication or the Speaker of the Legislature.

- b. Resolutions:
 - i. Resolutions that seek to use the ListServ must explicitly authorize the Vice President of Communications to use the ListServ in a Resolving clause.
 - ii. Passed resolutions that are to be sent via ListServ must be presented to the President prior to their release as to allow for the President to give notice of their support. Should the President not support the resolution, the Resolution shall be signed from the Student Legislature.
- c. The Vice President of Communications, in consultation with the President, is responsible for coordinating the release of messages on the ListServ.

B. SGA Hub Account:

- a. Any permissions on the SGA Hub account are to be managed by the President.
- b. The Vice President of Communications, in consultation with the President, shall approve the publishing of events, notifications, news, banners or other content on the SGA Hub Account.

C. SGA SGA Website:

- a. The Vice President of Communications, in consultation with the President, shall approve the content of the Website.

D. SGA Email:

- a. The sga@emory.edu email, in accordance with Emory IT policy, shall be maintained by the President with additional allowances for the Vice President(s) of Communication.
- b. The sga.peeradvocates@emory.edu email, in accordance with Emory IT policy, shall be maintained by the President with additional allowances for the Vice President(s) of Well-being.
- c. The sgaelections@emory.edu email shall be maintained by the Chair of the Elections Board and the Vice Chair of the Elections Board.

E. SGA Social Media:

- a. The President, Vice President, and Vice Presidents of Communication shall have access to the SGA's social media accounts. Each is authorized to be representatives of the SGA on social media.

TITLE II: THE STUDENT LEGISLATURE

Article 1. Membership and Applicability of Attendance Policy

- A. There are sixteen (16) Divisional Representatives, which are apportioned by the Legislature on an annual basis in line with the process for determining the composition of the Legislature.
- B. Per the Constitution, eight of the seats shall be evenly divided, with two seats given to: The College Council, the Goizueta BBA Council, the Emory Student Nurses Association, and the Oxford College Student Government Association.
- C. According to the Constitution, eight of the sixteen legislative seats shall be allocated according to the D'Hondt method, outlined below.
 - a. The D'Hondt Method shall use the student population of each college to determine the allocation of the seats in the legislature.
 - b. To begin the allocation process, the student populations of each college shall be recorded based on the most recent data available.
 - c. The first seat shall be allocated to the college with the largest student population. The population of this college shall then be halved for the second round.
 - d. For the second round, the totals shall be recorded again. All totals should be the same, except the recorded total for the college allocated the first seat will be halved. The second seat will then be allocated to the college that has the highest total according to the new totals for this round. Note: The same college may be awarded a seat multiple times in a row.
 - e. Seats three-eight shall be allocated in the same fashion with each additional round using new totals calculated at the end of each previous round.
 - f. After each round, student totals shall be re-recorded, with the college where the seat was allocated for the previous round having its population halved in the next round. All rounds build on previous rounds, meaning, if a college is allocated seats in two subsequent rounds, its population would be halved twice.
- D. Once the allocation process is completed, the results shall be reported to the SGA Legislature, the President of the SGA, and the President of each Divisional Council.
- E. Each Divisional Council shall determine each of their Divisional Representative's respective constituency and basis, pursuant to the following guidelines:
 - a. Each Divisional Council shall assign persons to act as Divisional Representatives to ensure representation for those seats and only those seats allocated by the Legislature under the Apportionment of the Student Legislature Bylaw.
 - b. Permanent Divisional Representatives shall be elected by the entire division, or the entirety of the appropriate academic class if class representation is designated. A Division may choose to change Permanent Divisional Representatives to fairly represent their division, with the Legislature holding veto power for any change. The term of all Permanent Divisional Representatives shall correspond as closely as possible to that of the President of the respective division. If at any time a permanent divisional representative is available and able to attend, they are the preferred legislative representative. The Speaker of the Legislature can review

any permanent divisional representatives that miss more than four SGA legislative GBMs. All absences and changes must be reported to the President of SGA and/or the Speaker of the Legislature. If a Divisional Representative is unable to attend a GBM, they are expected to send a proxy in their place. The proxy may not be a sitting member in SGA.

- c. If a Divisional Council fails to assign such representation for more than two meetings, then the Student Legislature shall act on behalf of the Divisional Council. The Student Legislature shall inform the President of SGA and the Attorney General of how they will fill the Divisional Representative seats. The Attorney General shall then issue a writ (or notice) of election to the Board of Elections, if necessary.

Article 2. Vacancies

Section 1. In General

- A. The SGA shall consider legislative seats that do not have a designated occupant after elections for that seat have been held vacant. This notice shall have been received by the Speaker and Clerk of the Legislature from the Board of Elections.
- B. The SGA shall consider legislative seats forfeited (in the event of an inability) to meet eligibility requirements due to changes in their enrollment status, resignation, study abroad, graduation, or similar circumstances that render the respective legislator incapable of executing their duties or responsibilities vacant.
- C. In the case of ambiguous circumstances, a student may write a resolution to declare the seat vacant. Such resolution shall be treated as a motion to remove/expel.

Section 2. Filling a Vacant Divisional Representative Seat

- A. A vacant seat of a Divisional Representative shall be filled by appointment.
- B. Only a student from the division to which the vacant seat was apportioned may fill that seat.
 - a. The student may not currently hold any position in the Student Government Association or its divisional councils. A student may relinquish a position in the Student Government Association to assume the vacant seat.
 - b. The student must fulfill all the eligibility requirements to serve in the SGA established in the Constitution.
- C. The first obligation to fill the legislative seat by appointment falls to the president of the division to which that seat was apportioned.

- D. The Speaker of the Legislature shall notify the divisional president in writing of the vacant seat as soon as he or she becomes aware of the matter.
- E. If after such notice, three legislative sessions pass with the seat remaining vacant, without notice to the contrary, the Speaker of the Legislature shall assume that the divisional president has forfeited the right to fill the vacancy by appointment. The divisional president may also forfeit the right to fill the vacancy in writing to the Speaker of the Legislature.
- F. If the divisional president forfeits the right to fill the vacancy, the obligation to fill the legislative seat by appointment falls to the President.

Article 3. Meeting Place

- A. At the beginning of the year, the Legislature will set the meeting place for the SGA, and that meeting place must be accessible to all students.
- B. The President or Speaker of the Legislature may change the location of the meetings of the Student Legislature for reasons for expected turnout of students, safety concerns, room unavailability, or any other reasonable reason. Such action shall be communicated to the Members and Officers of the Legislature.
- C. All members of the Student Government in Legislative meetings are encouraged to share pronouns regularly and when granted floor privilege for the purpose of introduction. All members shall respect and use members' provided pronouns. Repeated and malicious misuse of pronouns by a member of the Student Government may be subject to disciplinary action, including removal from office.
 - a. If the Student Legislative Meeting is to be held in-person as prescribed for in Section A and Section B of this Article, members shall be provided with name placards, subject to allocations by the Legislature. These placards shall include pronouns provided by members.
 - b. If the Student Legislative Meeting is to be held virtually as prescribed for in Section B of this Article, members are encouraged to include pronouns in participant names.

Article 4. Requirements of Rules

The Student Legislature maintains the power to establish its own rules and procedure. Nonetheless, these rules shall contain meeting place, expectation of conduct of all members, officers, and personnel of the SGA and all other student leaders and formalities of legislatively subpoenaing any student or personnel.

TITLE III: THE PRESIDENT AND EXECUTIVE BRANCH

The President, Executive Vice President, Members of the Cabinet, and all other individuals within the Executive Branch shall fulfill all responsibilities outlined in the SGA Constitution, this Code and all other Bylaws.

Article 1. The President of the SGA

Section 1. Additional Responsibilities

- A. Report the activities of the University Senate to the Student Legislature on a regular basis.
- B. Appoint individuals to all university committees upon the request of University officials.
- C. Meet regularly with relevant University officials, including but not limited to, the President, the Provost, Dean for Campus Life, and Secretary.
- D. Maintain regular correspondence with all Heads of Executive Agencies and Divisional Councils.
- E. Create positions within the Executive Board to meet the needs and interests of the student body.

Section 2. Chief of Staff to the President

- A. The President is authorized to appoint one (1) Chief of Staff, by and with the advice and consent of the Legislature. The President may appoint additional chiefs of staff but only after receiving approval from the majority of the Legislature.
- B. The Chief of Staff's responsibilities shall be determined by the President, as long as they do not conflict with or alter the responsibilities of any Member of the SGA prescribed within the Constitution or this Code.
- C. The Chief of Staff, in the event of a delayed vacancy of another member of the Executive Branch, may assume the responsibilities of the vacant position.

Section 2. Executive Assistants

- A. The President is authorized to appoint up to four (4) individuals to help carry out the duties and functions of the office of the President.
- B. The President may delegate executive assistants to Members of the Cabinet.
- C. The President may determine the title of each Executive Assistant, as long as such title is representative of the duties of the respective Executive Assistant.

- D. The appointing, delegating, and titling of all executive assistants shall be reported to the Legislature.

Article 2. The Executive Vice President of the SGA

- A. The Executive Vice President shall serve on the University Senate as an active member.
- B. The Executive Vice President may choose one (1) individual to serve as his or her Executive Assistant. Such appointments shall be reported to the President and Legislature.
- C. Additional roles of the Executive Vice President include:
 - a. Organizing and leading legislative and Executive Board meetings with the President and Chiefs of Staff
 - b. Meeting with Administration on a regular basis with the President to maintain communications for the student body.
 - c. Helping to regulate matters with Executive Agencies and Divisional Councils.

Article 3. The Vice President for Communications of the SGA

- A. Coordinate all public relations materials and publicity for the Student Government Association and act as an official spokesperson for the Executive Branch.
- B. Coordinate efforts to create the all-student electronic newsletter on a monthly basis by reaching out to all undergraduates in an attempt to include any and all events and announcements for Emory students. Permission for the newsletter has been granted by the Senior Vice President and Dean of Campus Life of Emory University.
- C. Supervise an Associate Vice President for Communications, who is appointed by the President.
- D. Oversee the Communications Committee.

Article 4. The Vice President for Finance of the SGA

Section 1. Additional Responsibilities

- A. Assume the responsibility for auditing the books of student organizations throughout the year.
- B. Work with the Student Governance Services Office to ensure fiscal responsibility of student groups and maintain financial records.
- C. Compile and submit reports as requested by the administration of Emory University or by the Legislature.
- D. Assist the SGS Office in ensuring financial responsibility and will work with them in transferring such money to appropriate organization's accounts.

- E. Once a semester, coordinate and conduct a treasurer's workshop for all chartered student organizations.
- F. Edit and maintain an accurate Finance Code.
- G. Set the deadline for the Operational Budgeting Process and the Executive Budgeting Process.
- H. Attend weekly GBM and Executive Board meetings.
- I. Refer to the SGA Finance Code for a more extensive list of responsibilities.

Section 2. Assistant Vice President for Finance

- A. The Vice President for Finance, in consultation with the President, may appoint one (1) Assistant Treasurer. Such appointment shall be reported to the Legislature.

Article 5. The Attorney General of the SGA

Section 1. Responsibilities

- A. The Attorney General shall ensure all branches of the SGA are adhering to the Constitution and bylaws of the SGA.
- B. May determine appropriate punishments for various individuals of Executive Agency, Divisional Councils, or Student Groups for a hearing in front of the Constitutional Council.
- C. Shall represent the Student Government Association in all Constitutional Council cases brought against it.
- D. Shall determine questions of procedure or regulation during SGA meetings.
- E. Shall be well versed in all governing documents of the SGA.
- F. Shall collaborate with the Vice President of Finance in the re-chartering process of Establishments and Student Groups.
- G. Attend weekly GBM and Executive Board meetings.

Section 2. Deputy Attorney General

- H.

Article 6. The Vice President for Programming of the SGA

- A. Raise concerns related to the programming and social needs of the student body before the SGA.

- B. Consult the Student Programming Council (SPC) for programmatic needs and expertise where needed.
- C. Coordinate programs and events across the undergraduate, including all four divisional councils.
- D. Attend all respective meetings called by the President.
- E. The President may choose to not appoint this position.

Article 7. SGA-SAB Liaison

- A. Oversee and coordinate, in conjunction with the Alumni and Career Centers, to ensure that the alumni programs stand as lasting institutions in SGA.
- B. Maintain relations with former SGA officers and members who have graduated from Emory University.
- C. Attend all meetings of the Emory University Alumni Board of the Emory Alumni Association (EAA). The EAA has agreed to make the Vice President for Alumni Relations a voting member.
- D. Serve on an Emory University Alumni Board committee.

Article 8. The Vice President of Oxford and Atlanta Relations

- A. Be an alum or current student of Oxford College.
- B. Represent the interests of Oxford College Continuees and students on the SGA Executive Board.
- C. Be in regular contact with members of Oxford SGA to engage with current Oxford students and to understand the pulse of Oxford.
- D. Coordinate with clubs on the Atlanta campus and advocate for their increased presence and connection with club counterparts on the Oxford campus.
- E. Lead any initiatives regarding improving the quality of student life and experience for Oxford Continuees at Emory University and its respective colleges.
- F. Foster a committee formed with the goal of driving collaborative projects to support and promote campus transitions and connectivity, given the following guidelines:
 - a. Aim to recruit a large proportion of current or past Oxford students to the committee's body.
 - b. Require at least one meeting per year at the Oxford campus.
 - c. Work directly with all four divisional councils on programs unique to Oxford Continuees at their respective school within the University.
- G. Attend weekly GBM and Executive Board meetings.

Article 9. The Vice President of Diversity, Equity, Inclusion and Belonging

- A. Create initiatives to guide the DEIB Committee.
- B. Communicate with the Chief of Staff with regular updates and initiatives.
- C. Prioritize the good of the student body and work to make Emory a more diverse, inclusive, and equitable campus for every student.
- D. Attend weekly GBM and Executive Board meetings.

Article 10. The Vice President of Transfer Student Affairs

- A. Enhance the acclimation process for all transfer students transitioning into Emory and improve the transfer student experience.
- B. Gather data on issues transfer students encounter and speak with Administration about resources to alleviate such issues.
- C. Oversee and assist Emory Transfer Student Organization's efforts.
- D. Attend weekly GBM and Executive Board meetings.
- E. Foster a committee formed with the goal of driving collaborative projects to support Transfer Students and Transfer programming, given the following guidelines:
 - a. Aim to recruit enough transfer students where they constitute a majority of the committee's body.
 - b. Work with all four divisional councils to deliver programming and support to transfer students at all schools within Emory University.
 - c. Meet at minimum once a Semester as a committee.
 - d. Committee programming should primarily focus on supporting Transfer Students

Article 11. The Vice President of Sustainability

- A. Advocate for sustainable resources, techniques and events at Emory.
- B. Lead the Sustainability Committee and provide regular updates to the President and Chief of Staff.
- C. Attend weekly GBM and Executive Board meetings.

Article 12. The Vice President of Student Experience

- A. Oversee the Student Concerns Committee and regularly update the Chief of Staff.
- B. Act as a bridge between the student body and Administration.
- C. Attend weekly GBM and Executive Board meetings.

Article 13. The Vice President of International Student Affairs

- A. Collect international students' feedback through a satisfaction survey.
- B. Lead the International Student Affairs Committee and collaborate with ISLAB and other student organizations.
- C. Attend weekly GBM and Executive Board meetings.

Article 14. The Vice President of Technology

A. Manage the SGA website, page on the Hub and LinkTree with the most updated information.

- B. Create posts and communications in conjunction with the Vice President of Communications.
- C. Attend weekly GBM and Executive Board meetings.

Article 15. SGA-RHA Liaison

- A. Act as a bridge between the Residence Hall Association (RHA) and SGA.
 - a. Communicate initiatives and updates between the two organizations.
- B. Collaborate on recurring initiatives such as Appreciation Week.

Article 16. Director of FYC

- A. Create and send out applications for the First Year Council (FYC).
- B. Lead weekly meetings with FYC and help subcommittees plan initiatives and build connections.
- C. Encourage participation in student government to members of FYC.

Article 17. Vice President of Well-being

- A. Advocate for equitable and accessible health and well-being resources and events at Emory.
- B. Work to incorporate student voices into SGA's health and well-being initiatives.
- C. Attend weekly GBM and Executive Cabinet meetings.

TITLE IV: EXECUTIVE AGENCIES

All executive agencies are established underneath SGA and shall be headed by the head of the establishment who shall serve as the president of the executive agency. Unless where in the Student Constitution, this Code, or other bylaws of the SGA shall explicitly provide, these executive agencies are independent from the President of the SGA. The Chartering Bylaws of the SGA may refer to these entities using different terminology.

Article 1. Establishments

- A. There is established the Media Council.
- B. There is established the Student Programming Council (meant to fulfill the mandates of Article VIII, Section 7, Clause C of the Student Constitution).
- C. There is established Club Sports.
- D. There is established EEVM.
- E. There is established OutdoorEmory.
- F. There is established TableTalk.

Article 2. Governance and Further Powers

- A. The establishment bylaw (“constitution”) of each executive agency will be the chief governing document of each executive agency after the Student Constitution, this Code, the Executive Agency Governance Code, and all other bylaws of the SGA.
- B. Each agency has the power to establish regulations to enforce the provisions of its establishment bylaw and purpose to govern its respective constituency.
- C. Individuals in executive agencies may be removed by its own proceedings, the Student Legislature, or the Constitutional Council, whichever is appropriate.

TITLE V: THE JUDICIARY

The Constitutional Council and all lower judicial entities are under the regulations of bylaws of the SGA, when not inconsistent with this Code. As many applicable bylaws shall be prescribed in the Regulations of the Judiciary.

TITLE VI: PERSONNEL POLICY

The Student Government Association of Emory University is an equal opportunity employer. All employment decisions shall be made without regard to sex, race, national origin, marital status, or sexual preference in the hiring and employment of staff.

TITLE VII: THE SECRETARY OF THE SGA AND RECORDS

The Secretary of the SGA (“Secretary”) is an officer of the SGA who is made an officer and member of each branch of the SGA and serves at pleasure the Legislature or the President, Speaker of the Legislature, and the Chief Justice of the SGA, in unanimous concurrence. In addition to fulfilling the duties in the Constitution, the Secretary shall:

- A. Stay in communications with the University Archivist at the Manuscript, Archives, and Rare Book Library (MARBL).
- B. Be directed to compile and archive the record of the entire organization, including but not limited to Legislative, Executive and Judicial minutes, SGA bylaws, rulings of the Constitutional Council and Elections Board, elections certifications, reports to the Board of Trustees, and any relevant material of establishment into official record with the University Archivist at MARBL.

- C. Collect other relevant documents, emails or other information of the SGA (i.e. Presidential Communications) and its establishments on a yearly basis and ensure their archiving.
- D. Set standard of materials to be entered into official record at MARBL, with the President, Speaker, Chief Justice, Attorney General, and standing committee chairs each maintaining discretion to request additional material entered into record, unless determined otherwise by law of the Student Legislature.
- E. Keep duplicate copies of any of these record, which they shall deem to be extremely important or be determined by Acts of the Legislature or the President, Speaker of the Legislature, Chief Justice of the SGA, Attorney General, Vice President for Finance, or Business Managers.
- F. Decide the transition date of the SGA, in consultation with the President, Speaker of the Legislature, Chief Justice of the SGA, and Chair of the Board of Elections.

TITLE VIII: TRANSITIONING

Pursuant to the Constitution, only the Chief Justice of SGA may Affirm in a President-Elect to begin their term as President, therefore, transitioning the Student Legislature and the SGA. The following is the proper and binding processes.

- A. The date of transition shall be decided by the Secretary, who shall inform the Chief Justice and all other officers, members, and personnel of the SGA.
- B. The Chief Justice:
 - a. May only transition the SGA after the end of the last legislative session of the Legislature and only after all election-related disputes for the office of the President have been settled, either by the Board of Elections or the Constitutional Council. The Constitutional Council may authorize a dispensation to this Clause, under extenuating circumstance. Such dispensation shall be announced to the Legislature, the incumbent President and Executive Vice President, and Members of the Cabinet.
 - b. Shall call the Members and Members-Elect of the incoming Legislature into session.
 - c. Shall, given that content of the following is true, state: “On behalf of the Constitutional Council, after consulting with the Secretary of the SGA and the Clerk of the Council, I hereby formally inform the exiting Members of the Legislature and the Student Body that the Constitutional Council has no dispute relating to the election of Office of the President of the SGA. Therefore, I will hereby transition the SGA into its next operating year.”

- d. Shall then administer the Affirmation of Office to the President-Elect, as prescribed in the Constitution (See Article VII, Section 2, Clause A (3)).
 - e. Shall then administer the Affirmation of Office to the Executive Vice President-Elect, prescribed in Title IX (B) below, if there are no disputes relating to the election of this Office. If there are elections disputes still pending for this office, then the Chief Justice will announce that there is no Executive Vice President-elect yet.
 - f. Shall then affirm in all new Members of the Legislature, which is the same as the Executive Vice President (see Title IX (B) below).
- C. Shall collect the roster of the Members of the Legislature past and now-new Members and either announce the Ranking Member of the Student Legislature or calling for the election of the Ranking Member, when more than one (1) Member of the Legislature qualifies (See Article IV, Section 2, Clause D of the Student Constitution).
- D. Then the Chief Justice shall hold the election of the Speaker of the Legislature, according to the Rules of the Legislature. Such election shall be held as closely as possible after the new President shall have been sworn/affirmed into office.

TITLE IX: AFFIRMATIONS OF OFFICE

Every member of office shall, before he or she proceeds to execute the duties of their office, take an Affirmation of Office.

- A. The Affirmation of Office for the President is prescribed in Article VII, Section 2, Clause A(3) of the Student Constitution. The Affirmation of Office for the Justices of the Constitutional Council shall be prescribed in the Regulations of the Judiciary.
- B. The Affirmation of Office for the Executive Vice President, all other Executive, Legislative or Judicial position of the SGA (except for Justices of the Constitutional Council, See Regulations of the Judiciary) and Establishments of the SGA shall be the following:

I, [FULL NAME], affirm that I will support and defend the Student Constitution of Emory University and shall, to the best of my ability, fulfill the duties and responsibilities of the office that I am about to enter and shall act in such a manner as to uphold the honor of this office.

- C. Any enrolled student or alumni of Emory University who is not a staff member of Emory University, is authorized to administer the Affirmation of Office to any incoming member of the SGA, except for when an individual shall be taking on the Office of the President, in which case only Members of the Cabinet, the Speaker of the Legislature, the

Ranking Member of the Legislature, Justices of the Constitutional Council, or Heads of Divisional Councils shall be able to administer the Affirmation. When a student or alumni of Emory University who is not a staff member of Emory University, who is not a Member of the SGA shall administer the Affirmation of Office, there shall be at least fifteen (15) witnesses who are students of Emory University and shall produce a video and audio recording of the same, which shall be then sent to the Speaker of the Legislature, Chief Justice, Attorney General, and Emory news outlets.

TITLE X: DIVISIONAL COUNCILS

Pursuant to Article IV, Section 3, Clause E and Article IX, Section 1 of the Student Constitution, the Student Legislature may establish Divisional Councils to help govern the student body. All Divisional Councils are established underneath the SGA.

Article 1. Establishments

- A. There shall be one (1) divisional council that will help govern the students of the College of Arts and Science, called the College Council.
- B. There shall be one (1) divisional council that will help govern the students of Oxford College, called the Student Government Association of Oxford College.
- C. There shall be one (1) divisional council that will help govern the students of the Nursing School, called the Emory Student Nurses Association.
- D. There shall be one (1) divisional council that will help govern the students of the Goizueta Business School, called BBA Council.

Article 2. Governance and Further Powers

- A. Divisional Councils are administrative entities established by the Student Legislature and underneath the SGA and hold the power as prescribed in Article IX, Section 1 of the Student Constitution.
- B. The establishment bylaw (“constitution”) of each divisional council will be the chief governing document of each Divisional Council after the Student Constitution, this Code, and all other bylaws of the SGA.
- C. Divisional Councils receive the power to enact further regulations to enforce the Student Constitution and all other bylaws of the SGA.
- D. All Divisional Councils are established underneath the SGA and individuals serving in them may be removed by its own proceedings, the Student Legislature, or the Constitutional Council, whichever is appropriate.

TITLE XI: EMERGENCY APPOINTMENTS

Officers and Members of the executive and judicial branches execute functions vital to the operations of the Student Government Association. In the case of a vacancy, the President of the SGA may fill vacant positions in the executive or judicial branch:

Article 1. Definition of a Vacant Position

- A. The Student Government Association shall consider positions in which an office was not filled after its election vacant.
- B. The Student Government Association shall consider positions in which a nominee was not confirmed vacant.
- C. The Student Government Association shall consider positions from which the occupant was formally removed by procedures of the Student Government Association vacant.
- D. The Student Government Association shall consider positions forfeited due to failure of the occupant to meet eligibility requirements due to: resignation, graduation, or similar circumstances that render the individual incapable of executing his or her duties or responsibilities vacant. For all other reasons, such as studying abroad, individuals in the executive branch may either be removed by the President or impeached by the Legislature, and individuals in the judicial branch may only be impeached.

Article 2. Emergency Appointment Proceedings

- A. The President may temporarily or permanently fill a vacant executive or judicial position by emergency appointment. The appointed individual shall take the Affirmation of Office before taking on the duties of the office they are being appointed (See Title IX of this Code).
- B. An emergency appointment must fulfill all the requirements of the office, and may not hold a position outside the respective branch of the Student Government Association that they are being appointed to at the time they accept the emergency appointment or exercises powers in that capacity.
- C. Notice of the emergency appointment must be distributed to all Members of the Student Legislature and Cabinet to be considered in effect.
- D. The President must have an appointment bill for the position drafted and submitted to the Speaker of the Legislature prior to the next regularly scheduled legislative session. This bill should include the length of time for which the nominee shall serve in this position.
- E. Should the President's appointee fail before the Legislature, the position shall remain vacant and the President shall be expected to submit another appointment bill prior to the next legislative session until a nominee is confirmed.

- F. Once the Legislature confirms a new nominee for the office, the confirmed nominee shall be sworn in and assume all powers and obligations of the position in question.
- G. If at any time the President fails to submit a bill to the Speaker prior to the next two (2) regularly scheduled legislative session, the emergency appointment shall no longer be considered valid and the President may not institute another emergency appointment into that position.

Article 3. Powers of Emergency Appointees

- A. Emergency appointees may execute all powers of the position they are confirmed into.
- B. Emergency appointees are governed by and expected to uphold all rules and regulations of the Student Government Association.
- C. Emergency appointees shall be held accountable by the Student Government Association for any violations of Student Government Association or Emory University policies that they commit in their service.

TITLE XII: UNIVERSITY SENATORS

Article V of the University Bylaws of Emory University, enacted by the Board of Trustees, puts the President of the SGA on the Executive Committee of the University Senate and Article II, Section 1, Category B of the University Senate Bylaws of Emory University, also approved by the Board of Trustees, allocates to the SGA three (3) seats for the full Senate.

University Senate Bylaws make the term for each SGA University Senator a length of one (1) year and are “eligible for not more than two [(2)] succeeding terms.” Furthermore, all SGA University Senators “shall be chosen from and by those full-time students in good standing in the division or school from which representation is authorized” (Article II, Section 2 of University Senate Bylaws of Emory University).

- A. Pursuant to the University Bylaws, the President of the SGA is a part of the University Senate and its Executive Committee.
- B. The Executive Vice President of the SGA shall fill the first seat. In the event of a term limit set by the University Senate Bylaws or any other form of disability, the Speaker of the Legislature shall fill this seat.
- C. Of the remaining two (2) seats, one (1) must be an elected legislator within the SGA. The President of the SGA shall appoint both of these seats. All candidates for the University Senate shall be “full- time students in good standing in the division or school from which representation is authorized” (Article II, Section 2 of University Senate Bylaws of Emory University). Once elected only the University Senate may remove these University

Senators (See University Senate Bylaws of Emory University, especially Article IV, Section 4).

- D. The President, by and with the advice and consent of the Student Legislature, shall appoint any vacant seats after annual Spring elections from amongst the “full-time students in good standing in the division or school from which representation is authorized” (Article II, Section 2 of University Senate Bylaws of Emory University). Once appointed only the University Senate may remove these University Senators (See University Senate Bylaws of Emory University, especially Article IV, Section 4).

TITLE XIII: JOINT COMMITTEES

From time to time, the Student Legislature may by law form committees, composed of individuals from the Legislative, Executive (including Executive Agencies), or Judicial Branch; Divisional Councils; or Student Groups. The following shall be the method governing their promulgation and general governance.

Article 1. Standing Joint Committees

- A. Each established standing joint committee shall, in its bylaws (as decided by law of the Student Legislature), determine the number of seats and the amount allocated to whom and other parameters necessary to clarify executive and legislative authority over the committee.
- a. The Speaker of the Legislature shall assign membership to each standing joint standing committee, from amongst the Student Legislature, with some deference granted to the preferences of the various committee Chairpersons. These assignments shall not require a bill or legislative approval, and may be adjusted when necessary during the course of the legislative term. Committee Chairpersons may designate additional members of their committee from among the student body in accordance with committee bylaws.
 - b. Laws shall decide the other membership of the Committee.
- B. Only members of a particular committee may be allowed to vote at meetings of said committee.
- C. Members present at any committee meeting that does not meet the requirements for quorum as set in the committee bylaws may conduct business but not hold an official vote on any legislation. The committee may take an informal vote and communicate the results thereof to the Legislature.
- D. Meetings of all standing joint committees shall be conducted in accordance with established SGA guidelines, *Robert's Rules of Order Revised 10th Edition*, and general parliamentary law.

- E. May consider bills or resolutions to be voted on by the Student Legislature, as if it were a Standing Committee of the Student Legislature, as the Legislature may decide in its Rules.

Article 2. Ad Hoc Joint Committees

- A. Each established ad hoc joint committee shall be established by law of the Student Legislature and may have bylaws governing its procedures and other parameters. If the Student Legislature does not decide otherwise, ad hoc joint committees shall exist for two (2) calendar years.
- B. The President shall decide the membership of each ad hoc joint committee.
- C. Only members of a particular committee may be allowed to vote at meetings of said committee.
- D. Quorum of each ad hoc joint committee, shall be defined as two-thirds ($\frac{2}{3}$) of its appointed Members, unless otherwise decided by the Student Legislature. Members present at any committee meeting that does not meet the requirements for quorum may conduct business but not hold an official vote on any legislation. The committee may take an informal vote and communicate the results thereof to the Student Legislature.
- E. Meetings of all ad hoc committees shall be conducted in accordance with established SGA guidelines, *Robert's Rules of Order Revised 10th Edition*, and general parliamentary law.
- F. May not consider bills or resolutions to be voted on by the Student Legislature.

Article 3. All Joint Committees

- A. The Chairperson of each joint committee shall:
 - a. Hold regular meetings of the committee.
 - b. Call special meetings with two-day notice.
 - c. Appoint and remove members of subcommittees, including the Chairperson of the subcommittee. The committee Chairperson has sole discretion to make such appointments.
 - d. Keep the President of the SGA and Speaker of the Legislature informed of pertinent discussions in committee meetings.
 - e. Vote only when his or her vote shall impact the outcome of the committee's recommendation on a bill or resolution.
 - f. Write a report at the end of each semester to cover the committee's activities throughout the session, committee operational techniques, and suggestions for the future.
- B. Each joint committee may establish and abolish subcommittees when necessary.

TITLE XIV: PROPERTIES

- A. All property bought using the SAF is property of the SGA and under the absolute discretion of the Student Legislature.
- B. Divisional Councils and Executive Agencies shall maintain and take care of such properties, under the further regulations of the Finance Code.
- C. All property bought from the Fee Interest Contingency (FIC) Account and SAF reserved by the SGA, including the contingency and allocated accounts, for its direct disposable shall be maintained by the President and/or Members of the Cabinet, as the President shall may so determine later by order, except for properties purchased for the Student Legislature and Constitutional Council which shall be maintained in a manner determined by each branch in their rules.
- D. Further governance shall be prescribed in the SGA Finance Code.

TITLE XV: ACRONYM AND LOGO

- A. The acronym “SGA” may be used to represent the full name of the Student Government Association of Emory University. When the acronym “SGA” may also be used to mean a or the “student government association.”
- B. The sole logo of the SGA shall be a hexagon in the official gold color of Emory University, with the letters “S,” “G,” “A” written within the hexagon and each letter touch the top three (3) sides, respectively. “EMORY” shall appear in all capitalized letters right beneath the hexagon and shall refer to Emory University. The letters be in the official blue color of Emory University. The logo was created in consultation with Emory Brand Council during the 2009-2010 school year and has been effective since the 2010-2011 school year.
- C. The logo is copyrighted by Emory University.
 - a. Each Member of the SGA is allowed to use the logo for official business, but shall indicate the scope of the representation to each individual’s authority.
 - b. It may be used by any Emory University student without permission of the SGA.
- D. The Vice President for Communications shall take care of the logo and may enact regulations in order to uphold this Title.

TITLE XVI: THE LAWS

- A. Immediately after the Student Constitution and this Code, there shall be a law called the “List and Precedence of the SGA Governing Documents and Constitutions of University-

Wide Organizations” which shall consist of the Rules of the Legislature and Rules of the Constitutional Council and all bylaws required by Title XVI (B) below.

- a. This document may be revised by the Secretary as resolved by the Legislature or ordered by the Constitutional Council for their own Rules, when limited to the rules of each respective branch.
 - b. This document may be amended by the Secretary when approved by law of the SGA, when affecting laws of the SGA or constitutions of University-Wide Organizations.
- B. Additional bylaws shall include documents outlining the Regulations of the Judiciary, the finance policy of the SGA, an elections code, a chartering policy, a fee split, the bylaws of all joint committees, a list of established Divisional Councils of the SGA and the number of seats apportioned to them in the Student Legislature, the Constitutions of all University-Wide Organizations and any other documents designated by the Student Legislature.

AMENDMENT

This Code of the SGA may only be amended by the approval of at least the majority of the Membership of the Legislature and the approval of the President, unless a veto is overridden by two-third ($\frac{2}{3}$) of the Membership of the Legislature.

REVISION HISTORY, STARTING FROM 2014:

1. Bill 57sl46: A Bill to Codify Communication Protocols
 - a. Approved by the Student Legislature on February 4, 2024 by unanimous consent
 - b. Signed by President on February 4, 2024
2. Bill 57sl18: A Bill to Codify the Vice President for Well-being and Confirm Jean Qian and Pranay Mamileti as Co-Vice Presidents for Well-being
 - a. Approved by the Student Legislature on April 9, 2023 by unanimous consent
 - b. Signed by President on April 9, 2023
3. Bill 57sl17: A Bill to Codify the Deputy Attorney General Position and Confirm Colin Wells as Deputy Attorney General
 - a. Approved by the Student Legislature on April 9, 2023 by unanimous consent
 - b. Signed by President on April 9, 2023
4. Bill 56sl36: A Bill to Revise the Code of the SGA
 - a. Approved by the Student Legislature on February 19, 2023 by unanimous consent
 - b. Signed by President on February 19, 2023

5. Bill 56s118: A Bill to Introduce the Official Instatement of the Sustainability VP Position and Committee
 - a. Approved by the Student Legislature on September 12, 2022 by unanimous consent
 - b. Signed by President on September 12, 2022
6. Bill 55s120: A Bill to Introduce the Official Instatement of the Oxford & Atlanta Relations VP Position and Committee
 - a. Approved by the Student Legislature on November 22, 2021 by unanimous consent
 - b. Signed by President on November 22, 2021
7. Bill 54s132: A Bill to Update the SGA Code
 - a. Approved by the Student Legislature on May 3, 2021 by 14-0-0 vote
 - b. Signed by President on May 3, 2021
8. Bill 54s129: A Bill to Encourage Pronoun Usage in Student Government Meetings
 - a. Approved by the Student Legislature on February 15, 2021 by 13-0-0
 - b. Signed by President on February 15, 2021
9. Bill 54s123: A Bill to Define How the SGA Communicates with the Board of Trustees
 - a. Approved by the Student Legislature on September 28, 2020 by 11-0-3 vote
 - b. Signed by President on September 28, 2020
10. Bill 47s137, "Standing Rules Separation and Student Legislature's Independence Act"
 - a. Approved by Student Legislature on February 17, 2014 by 25-0-0 vote
 - b. Signed by President on February 21, 2014
2. Bill 47s154, "Changing the Method of Choosing two (2) of the three (3) SGA University Senators to Elections"
 - a. Approved by Student Legislature on March 3, 2014 by 24-0-0 vote
 - b. Signed by President on March 5, 2014
3. Bill 47s163, "Residence Hall Association Rechartering Act: Transferring the Classification to Directly Underneath the Student Government Association (SGA) from the Divisional of the College of Arts and Sciences, the College Council"
 - a. Approved by the Student Legislature on April 7, 2014 by 22-0-0 vote
 - b. Signed by President on April 7, 2014