

Bylaws
of the
Student Government Association
Vanguard University of Southern California

ARTICLE I. Framework

This document is the Bylaws to the Constitution of the Student Government Association of Vanguard University of Southern California. The rules set forth in the constitution shall take precedence over the Bylaws.

ARTICLE II. Members

Section 01. Duties of the SGA President

- A. Appointment of Student Government Association positions:
 - I. The SGA President and the Executive Vice President shall work in conjunction with each other and the Appointed Staff Advisor (ASA) to appoint the following positions: Vice President of Financial Affairs, Vice President of Communication, Director of Academics and Student Success, Director of Campus Life.
- B. Veto Power:
 - I. The SGA President shall veto any resolution passed by the Executive Board deemed to be contrary to the good of the Student Government Association or the undergraduate student body.
 - II. The SGA President shall have five (5) business days from the ending of a meeting at which a resolution was passed to officially veto the resolution by signing the actual document noting the veto.
 - III. If the SGA President does not veto the resolution by the end of the five (5) business day period, the resolution will be deemed active and enacted.
- C. Other Obligations and Powers:
 - I. The SGA President, in conjunction with the ASA, shall organize a fall training session for SGA.
 - II. The SGA President shall maintain twenty (20) work hours per week during the academic year. The distribution of the hours will fluctuate weekly and be dependent on the SGA President's duties and responsibilities relative to said week.
 - III. The SGA President shall complete their summer training program, as assigned by the ASA.
 - IV. The SGA President is expected to attend all mandatory events as defined at the beginning of every semester by the SGA President in conjunction with the ASA.
 - V. The SGA President shall oversee hosting open forums as deemed necessary, relating to allowing students to speak their concerns freely.

Bylaws
of the
Student Government Association
Vanguard University of Southern California

Section 02. Duties of the Executive Vice President

- A. The Executive Vice President shall:
- I. Be responsible for communicating the duties with the Executive Board as well as the ASA.
 - II. Be responsible for the legislative aspects of SGA.
 - III. Perform other duties as delegated by the SGA President.
 - IV. Shall maintain sixteen (16) work hours per week during the academic year. The distribution of the hours will fluctuate weekly and be dependent on the Executive Vice President's duties and responsibilities relative to said week.
 - V. Be expected to attend all mandatory events as defined at the beginning of every semester by the SGA President in conjunction with the ASA.

Section 03. Duties of the Vice President of Financial Affairs

- A. The Vice President of Financial Affairs shall:
- I. Be responsible for the financial aspects of SGA.
 - II. Supporting the office of student engagement in facilitating the support and administration of ICC.
 - III. Shall maintain eleven (11) work hours per week during the academic year. The distribution of the hours will fluctuate weekly and be dependent on the Vice President of Financial Affairs' duties and responsibilities relative to said week.
 - IV. Attend all mandatory events as defined at the beginning of every semester by the SGA President in conjunction with the ASA.

Section 04. Duties of the Vice President of Communication

- A. The Vice President of Communication shall:
- I. Be responsible for the communication of the SGA to the student body per her or his discretion.
 - II. May use any platforms of social media to communicate the actions of SGA.
 - III. Take and post minutes at each SGA meeting and make revisions if SGA members notice discrepancies.
 - IV. Be an active member of the Elections committee to effectively communicate to the student body the updates on the election process.
 - V. Shall maintain eleven (11) work hours per week during the academic year. The distribution of the hours will fluctuate weekly and be dependent on the Vice President of Communication's duties and responsibilities relative to said week.
 - VI. Attend all mandatory events as defined at the beginning of every semester by the SGA President in conjunction with the ASA.

Bylaws
of the
Student Government Association
Vanguard University of Southern California

Section 05. Duties of the Directors

- A. The two (2) directors shall be:
 - I. Director of Campus Life
 - II. Director of Academics and Student Success
- B. All Directors Shall:
 - I. Be responsible for accomplishing projects in SGA.
 - II. Directors shall work in conjunction with the Executive Vice President.
 - III. Shall maintain eleven (11) work hours per week during the academic year. The distribution of the hours will fluctuate weekly and be dependent on the Director's duties and responsibilities relative to said week.
 - IV. Attend all mandatory events as defined at the beginning of every semester by the SGA President in conjunction with the ASA.
- C. The Director of Campus Life is responsible for completing projects that include the following but are not limited to:
 - I. Improves all facilities on campus
 - II. Enhances the residential and commuter experience
- D. The Director of Academics and Student Success is responsible for completing projects that include the following but are not limited to:
 - I. Improves the academic experience
 - II. Enhances the academic resources on campus

Section 06: The Speaker Pro Tempore

- A. The SGA President shall appoint the Speaker Pro Tempore to the position at the earliest convenience.
 - I. The Executive Board must confirm the elected SGA member by 2/3 majority vote.
 - II. The Speaker Pro Tempore may reserve the right to refuse the SGA President's nomination.
- B. The Speaker Pro Tempore shall:
 - I. Serve as the Speaker and Chair of the SGA meetings in the case that the President and Executive Vice President are absent or temporarily leaves his or her post.
 - II. Serve as the interim Executive Vice President in the event the office is vacated until the SGA President can fill the office per the bylaws. In the event the SGA President vacates his or her position while the interim Executive Vice President is serving and before an appropriate replacement can be appointed and confirmed, the Speaker Pro Tempore serving as the interim Executive Vice President shall become the SGA President for the remainder of the academic year.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

- III. Be a current SGA member in good standing appointed by the SGA President and confirmed by the Executive Board.
- IV. Must be willing and able to abide by all qualifications of Executive Board members as defined in the Constitution and Bylaws.

ARTICLE II. Executive Officers

Section 01: SGA Meetings

- A. The purpose of the SGA Meetings is to advocate for the student voice through group collaboration, and to relay those concerns to the appropriate titles of Vanguard University Administration, Faculty, and/or Staff.
- B. The SGA shall hold an official SGA meeting at least two (2) times per month during the academic year, and additionally when the SGA President calls a meeting.
- C. Meetings will be held consistently and, on the day, and time appointed by the Executive Board in collaboration with the ASA. Meetings are mandatory unless an absentee receives prior approval from the SGA President.
- D. The time of the meetings is subject to change by the deliberation of the SGA President and Executive Vice President.
- E. The public shall have access upon request to all legislation passed by the SGA at an official SGA meeting.
- F. The SGA President shall serve as the Chair of SGA meetings.
- G. The Executive Vice President shall serve as the Chair in the temporary absence of the SGA President.
- H. The Speaker Pro Tempore shall serve as the Chair in the temporary absence of both the SGA President and Executive Vice President.

Section 02: Parliamentary Procedure and Authority

- A. The SGA meeting's Chair shall make rulings on all parliamentary questions, with majority consent of the Executive Board.
- B. The most recent free-formed edition of Robert's Rules of Order and the discretion of the SGA President shall govern the parliamentary procedure observed and enforced by the Chair at the SGA meetings.
- C. The Student Government Association Constitution and Bylaws shall take precedence over Robert's Rules of Order Newly Revised, in cases of conflict.

Section 03: Resolution Process

- A. Any student can bring an issue to an SGA member. For a resolution to be presented to the Executive Board, the resolution must have at least one sponsoring SGA member.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

Resolutions considered by the Executive Board shall be limited to calls for action in improving the Vanguard Community.

- B. Students can, with an SGA member sponsor, present their resolution in front of the Executive Board.
- C. It is the responsibility of the sponsoring SGA member to see to it that action mandated by the resolution is carried out.
- D. Any resolution brought before the Executive Board must be actionable, that is, the resolution must outline and focus on actions the SGA will take to advocate for the interests of the Vanguard undergraduate student body.
- E. Resolution requires a majority vote to carry.
- F. SGA members who are unable to attend a meeting may leave a proxy with a designated SGA member or the Chair. This written authorization must clearly state the applicable issue and the vote of the SGA member (affirmative, negative, or abstention).
- G. Each SGA member may hold a proxy for only one other SGA member at any one time, and a SGA member cannot delegate proxy votes for more than one meeting in a row.

Section 04: Quorum

- A. A quorum is mandatory for the SGA to conduct any business at a meeting. Quorum shall be defined as a two-thirds (2/3) majority of the SGA.
- B. Quorum may be established electronically in the situation of confirming the appointment of new SGA members between semesters.
- C. SGA members who recuse themselves from a vote by informing the SGA President prior to discussion of the topic shall not be included in determining quorum.

ARTICLE IV: The Election Process

Section 01: The Responsibility of the Election Committee

- A. The elections of the SGA President and Executive Vice President shall be overseen by the Elections Committee.
- B. The Executive Vice President shall serve as the Chair of the Election Committee, except in cases where the Executive Vice President will be a candidate in the election at hand. In such cases SGA President shall decide who shall serve as the Chair of the Election Committee. The Chair shall only vote in the event of a tie.
- C. If there is anyone from the elections committee that is running in the spring elections, they cannot be a part of the election committee for the spring election.
- D. The Vice President of Communication is responsible for the SGA elections booth sign-up delegation.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

- E. Any Election Committee member participating in an upcoming election campaign must resign from the Election Committee.
- F. Committee Members may not endorse, volunteer, or campaign for any candidates.
- G. The Chair and quorum of all Committee Members shall be present to conduct business regarding complaints, infractions, and sanctions.
- H. The Elections Committee shall have original authority over complaints filed against candidates for violations of the Election Manual. The Elections Committee shall apply sanctions appropriate in a uniform manner for all candidates.
- I. The Elections Committee may only impose sanctions on candidates for violations of the Election Manual. For all other complaints concerning but not limited to the Code of Conduct, Bylaws, and Constitution and state and federal law, the Chair of the Committee may order compliance and refer the complaint to the appropriate governing body. These bodies may include the Student Care Committee, and law enforcement authorities. Rulings in those bodies may be grounds for sanctions as determined by the committee.

Section 02: The Election Manual

- A. There shall be an Elections Manual for all general and special elections. The Elections Manual shall include, but not be limited to, information regarding the following:
 - I. Fundamental election principles, candidate eligibility requirements, application timeline, campaign rules, polling site locations, candidate endorsement policies, email regulations, write-in candidate policy, the appeals process, recount policy, sanctions, rules regulating campaign statements and all pertinent sections of the *Constitution of the Student Government Association of Vanguard University* and Bylaws regarding elections, position job descriptions, and any other election-related policies that the committee deems necessary.
- B. The SGA Constitution and Bylaws shall supersede the Elections Manual in all areas of difference.
- C. The Election Committee shall review the Elections Manual every year and present any amendments they consider necessary.

Section 03: Eligibility to Run for President

- A. In the constitution under Article 6, Section 4H, it states: *“The SGA President must have served in the SGA for a minimum of one (1) full term over the course of two (2) consecutive semesters, or two (2) full years of Vanguard University Student Affairs leadership in a formal leadership role.”* The following positions qualify as a “formal leadership role”:
 - I. Service in Activate.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

- II. Held a leadership position in Spiritual Formation, Residence Life, Diversity and Inclusion, or the Office of Student Engagement.
 - III. Any formal leadership position under the athletic department such as:
 - i. Team captain or served on the Board for Student Athletes (CSA) or a position that the Director of Athletics determines as a formal leadership role.
 - IV. An individual that was a President or Vice president of an active club is eligible to be approved by the Assistant Director of Student Programming to qualify as one year of leadership.
 - i. If the club is on probation or inactive, it will not be credited as a year of leadership.
 - V. All the leadership positions above must have been completed at Vanguard University.
- B. Positions that will not be considered as a “*formal leadership role*” are:
- I. Frontline, since it is only a one semester obligation;
 - II. Or any other leadership that was completed outside of Vanguard University.
- C. If an individual is serving in any leadership position during the semester of the election and served in that position the prior semester, that will be credited as a year of leadership.
- D. If you are in two (2) leadership positions in the same year, you will not be credited as two separate years of leadership. It will be credited as one (1) year of leadership.

Section 04: Votes Required for Victory

- A. There is no minimum number of votes required to be elected to the SGA President and Executive Vice President. The joint ticket for SGA President and Executive Vice President that receives a majority of votes (50% + 1 vote) shall be elected. In the event no ticket receives a majority vote, a run-off election must be completed within two (2) weeks consisting of the two (2) tickets that received the greatest number of votes. There will be no write-in option for the postings of SGA President and Executive Vice President in subsequent run-off elections.

Section 05: Election Requirements

- A. The location and hours of poll openings shall be decided by the Election Committee, and made public at the mandatory candidates’ meeting. The polling hours shall be advertised in appropriate campus media.
- B. If a candidate is disqualified, all votes cast for that candidate shall be declared void.

Section 06: Campaign Requirements

- A. There shall be a campaign period prior to the first day of elections of at least three (3) days, the length of which shall be determined in the Elections Manual.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

- B. If a candidate is a member of a campus media organization, the candidate may not use his or her position to unduly influence the election process or outcome.
- C. Campaign materials and activities, and use thereof, shall be regulated by university policies, the Student Government Association Constitution and Bylaws, and the Elections Manual.

Section 07: Ballot Counting Requirements

- A. The Chair of the Elections Committee and at least two other members of the Elections Committee must be present at the ballot counting. Ballots shall be stored in a locked facility within the SGA Offices.
- B. Candidates may request a ballot recount if the vote difference between the candidate and the next candidate is less than fifteen votes or ten percent of the votes cast for the candidate requesting the recount.
- C. Votes must be recorded at the end of every count and publicized within 12 hours after the count.

Section 08: Elections Sanctions

- A. Any undergraduate student may file an election complaint. When a protest is made against a candidate, a letter of complaint must be written and signed by the student making the complaint. There must be factual evidence of an infraction to the Elections Manual before the Elections Committee will accept the complaint form.

Article V: Inter Club Board (ICC)

Section 01: ICC Membership Definitions

- A. A club member constitutes one who has attended at least 2/3 of the events and meetings in the previous or current academic year.
- B. A club attendee constitutes one who has attended less than 2/3 of the events and meetings but has attended at least (1) one event or meeting in the previous or current academic year.
- C. A club officer constitutes the one who has been appointed to a leadership position per the club officials in the previous or current academic year.

Section 02: ICC Voting Requisition

- A. Before the discussion of the Inter-Club Board proposal funding commences, each SGA member must verbally state their involvement per the definitions of a club member as previously defined.
- B. If an SGA member is a club member or a club officer per the previous or current year, then he or she may not speak upon any latest information regarding said member or said officer's club unless otherwise permitted by the Vice President of Financial Affairs.

Bylaws

of the

Student Government Association

Vanguard University of Southern California

- C. All SGA members are permitted to vote in the voting process except those of current club officer standing. If an SGA member constitutes a current club officer per the membership definition in the bylaws, then he or she must recuse themselves from voting in the ICC meeting.

Article XI: Unethical Misconduct and Responsibility to Report

Section 01: Definitions

- A. Officer: Any elected or appointed member serving in an official position of SGA.

Section 02: Misconduct

- A. No SGA member shall use or order the use of SGA assets, including but not limited to, office supplies, equipment, the office, or the SGA name, or any other resources of SGA for excess personal gain.
- B. No SGA member shall represent another student group, an outside company, or any other entity to the Undergraduate Student Government Association or any of its affiliated bodies in such a way as to gain funding, preference, or any other unfair advantages which are not guaranteed by the normal and ordinary course of business of SGA.
- C. No SGA member shall show preferential treatment toward personal friends or individuals related to them. Nepotism does not preclude otherwise qualified individuals from serving in SGA because of their relationship with any SGA member.
- D. No SGA member shall use their position in SGA to solicit any gift any other normally unattainable advantage from any individual. Gifts and advantages are those beyond the enumerated requirements for compensation as mandated by the Student Government Constitution and Bylaws.
- E. No SGA member shall offer or receive anything with the intention or perception that said advantage would influence any officer to use their vote, legislative, efforts programming actions, or any of their other elected or appointed capacities in ways which they would not normally or routinely be used.
- F. No SGA member shall use their constitutionally provided power or influence on force or coerce other officers to act against their will, conscience, or the regulations of the Student Government Constitution, Bylaws, and Code of Ethics.

Section 03: Procedures and Penalties

- A. Any students who feel that an officer has committed any enumerated or expressed misconduct against the regulations of SGA Bylaws and has caused injury to any student, the SGA, or the University shall file a complaint to the SGA President, Executive Vice President, and Director of Student Engagement, except in cases where one of the

Bylaws

of the

Student Government Association

Vanguard University of Southern California

aforementioned SGA members is being complained against, in which said SGA members is excluded from official notification of a complaint.

- B. Sanctions shall range from official warning to removal from office, disqualifications from elections, or termination from SGA, determined appropriate by the Executive Board and the Director of Student Engagement.