



Old Dominion University

Student Government Association

Bylaws

The Old Dominion University's Student Government Association is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds.

## Article I Code of Ethics

### Section 1. Purpose

- A. The purpose of these bylaws is to supplement the Constitution of the Old Dominion University Student Government Association.
- B. The by-laws shall not supersede any article or provision in the constitution.
- C. The by-laws may be amended by majority vote of the Legislative Branch following Robert's Rules of Order.

### Section 2. Authority

- A. The Old Dominion University Student Government Association derives its authority from three sources:
  - 1. The Board of Visitors
  - 2. The President of the University
  - 3. The ODU Student Body
- B. All enrolled full-time students of ODU are eligible to vote for their student representatives during general election.
- C. All enrolled students meeting the qualifications stated in this constitution and its accompanying by-laws are eligible to represent the students as elected officials in the Student Government Association.

### Section 3. Representation

- A. The Old Dominion University Student Government Association represents the Student Body by, members representing their constituency within the Old Dominion University Student Body and representing the Student Body as a whole to those inside and outside of the University.
- B. Members of the Student Government should represent their constituencies by expressing their interests and concerns within the Old Dominion University Student Government Association.
- C. Members of the Student Government Association serve as university representatives, seeking to positively promote the university through their actions and are subject to the Old Dominion Student Conduct Policy at all times.

### Section 4. Code of Conduct

- A. No member shall knowingly misrepresent the truth while acting in his/her capacity as a member of the Old Dominion University Student Government Association.
- B. No member of the Student Government shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.
- C. No member of the Student Government shall misuse, mismanage, or misappropriate the equipment, facilities, supplies or funds of the Old Dominion University Student Government Association.
- D. Each member must be able to give a thorough account of all Old Dominion University

Student Government Association funds obtained, reimbursed, allocated and/or spent by his/her department, to include inventories and records of all equipment, goods, and/or services.

- E. Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability.
- F. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Old Dominion University Student Body.
- G. All members are expected to keep continual communication as outlined in the current session's rules bill.

#### Section 5. Accountability of the Code of Conduct

- A. Members of the Old Dominion University Student Government Association should encourage their colleagues to adhere to the Code of Conduct by holding one another accountable, while also serving as examples to their fellow members.
- B. Members should ensure enforcement and demonstrate commitment to the Code of conduct by reporting any wrongdoing to the appropriate authority set forth by all governing documents of the Old Dominion University Student Government Association, Old Dominion University Student Organization Handbook, Old Dominion University Student Conduct Policy, and all local, state, and federal laws.

#### Section 6. Accessibility

- A. Any currently enrolled student at Old Dominion University has the right to receive access and/or copy, by print or electronic transmission, all official records of the Old Dominion University Student Government Association.
- B. This Includes but is not limited to:
  - 1. All Governing Documents
  - 2. All Bills and Resolutions on official docket to be read, discussed, and/or finalized during any senate meeting.
  - 3. Any record, in its entirety, of senate meetings in the format available during that meeting, to include any written, audio, or video records.
  - 4. Any correspondence presented publicly at any senate meeting in their entirety and original format.
  - 5. All requests for information not readily available can be made through the Student Government Association Secretary.
  - 6. All requests will be review and responded to within 10 business days from the original request date.

### Article II Executive Branch

#### Section 1. Members

- A. Executive Officers, by Student Body election, shall include:
  - 1. Student Body President

2. Student Body Vice President
3. Secretary
4. Treasurer
- B. Executive Officers. by appointment of the Student Body President, shall include:
  1. Chief of Staff
  2. Director of Administrative Affairs
  3. Director of Finance
  4. Director of Wellness and Sustainability
  5. Director of Legislative Affairs and Diversity
  6. Director of Student Life
  7. Director of Safety and Transportation
  8. Director Public Relations and Recruitment
  9. Director of Off-Campus Life and Satellite Campuses
- C. General Requirements
  1. All members of the Executive Board shall be enrolled in at least nine (9) credits (undergraduate) or six (6) credits (graduate)
  2. Maintain a cumulative GPA of 2.5
- D. All Directors will be required to perform the following:
  1. Meet regularly with respective Committee
  2. Meet regularly with Vice President
  3. Complete four (4) weekly office hours.
  4. Attend all SGA Senate meetings
  5. Shall meet with their respective committee chair regularly
- E. Application Process
  1. All positions filled through appointment by a Student Government member shall require advertisement which must be accompanied by the corresponding application.
  2. Applications shall be accepted for a minimum of five (5) business days.
  3. Proper advertisement shall include a posting in the following locations:
    - a. The Student Government Association Website
    - b. MonarchLink News Feed to ALL Old Dominion University students
    - c. Student Announcements
    - d. Student Media
    - e. Digital Media
    - f. Print Media
    - g. All other applicable methods available
  4. Senate will confirm all appointed nominees prior to taking office.

## Section 2. Requirements for Office

- A. General Requirements
  1. All members of the Executive Board shall be enrolled in at least nine (9) credits (undergraduate) or six (6) credits (graduate)
  2. Maintain a cumulative GPA of 2.5
- B. The Student Body President
  1. Be registered at the Norfolk campus of Old Dominion University

2. Remained in good academic standing for a minimum of two (2) regular, consecutive semesters prior to his/her election to office (except in the case of succession).
  3. Must have been a member of the Student Government Association for at least two consecutive semesters before being elected.
    - a. "Two consecutive semesters" does not include any summer semesters or sessions.
    - b. Any member is considered to have been a member for a full semester upon completion of 9 weeks of membership, in any semester.
  4. Must be available over the summer for administration.
- C. The Vice President
1. Be registered at the Norfolk campus of Old Dominion University.
  2. Remained in good academic standing for a minimum of one (1) full regular semester prior to his/her election to office.

### Section 3. Executive Officer Duties

- A. President
1. Nominate and recommend directors utilizing an application process.
  2. Present Executive Resolutions to the Senate.
  3. Meet regularly with the Vice President, Chief of Staff, Chief Justice, Secretary, Treasurer, and Speaker.
  4. Be responsible for the State of the SGA Address, in concurrence with the SGA advisors and executive board.
  5. Complete ten (10) weekly office hours.
  6. Attend at least two (2) SGA sponsored events each month.
  7. Represent the Student Government at various public speaking engagements (e.g. Preview, Senior Toast, Founders Day, etc.).
  8. Serve on the University advisory committees (e.g. DSLC, Webb Council, etc.).
  9. Write bi-weekly Mace and Crown Address.
  10. Chair Executive board meetings.
  11. Meet with administration and advocate for student body.
  12. Work with the Board of Visitors (BOV) and State Council of Higher Education for Virginia (SCHEV) representatives to voice student concerns.
  13. Lead signature campaigns and promote school spirit among the student body.
  14. Additional duties and responsibilities as needed.
  15. Must attend all senate meetings.
- B. Vice President
1. Serve as the official liaison to the Faculty Senate.
  2. Serve as Co-Chair of Webb University Center Council.
  3. May be tasked by the President to attend meetings on his or her behalf.
  4. Meet regularly with the Directors.
  5. Be responsible for SGA Retreats, in concurrence with the SGA advisors and executive board.
  6. Complete eight (8) weekly office hours.
  7. Meet one on one with SGA advisors.
  8. Plan and coordinate internal SGA events i.e. Retreats and ceremonies.
  9. Attend at least two (2) SGA sponsored events each month.

10. Additional duties and responsibilities as needed.
  11. Must attend all senate meetings.
- C. Secretary
1. Take minutes at all Official SGA meetings. (Senate and Executive Board Meetings)
  2. Compile a comprehensive online folder of all meeting minutes. (senate and exec)
  3. Attend all Senate meetings.
  4. Oversee office hours in congruence with Chief of Staff.
  5. Ensure the meeting minutes are uploaded to the SGA website.
  6. Be responsible for ordering office supplies and the upkeep of the SGA office.
  7. Be responsible for maintaining the SGA Master Calendar.
  8. Complete four (4) weekly office hours.
  9. Take down expired postings in the SGA office.
  10. Maintain cleanliness of the SGA office at all times.
  11. Create senator name plates.
  12. Attend at least two (2) SGA sponsored events each month.
  13. Additional duties and responsibilities as required.
- D. Treasurer
1. Shall directly oversee the internal budget (including co-sponsorships) while working in concurrence with the Student Body President.
  2. Shall provide a monthly report to Senate of the internal.
    - a. Includes a report of co-sponsorships approved.
  3. Manage a proper voting method for co-sponsorship approval within Executive Board meetings.
    - a. In case of disagreement, the issue will be resolved by the Senate.
  4. Shall be responsible for meeting with the five (5) largest budgeted student organizations twice per semester.
  5. Complete four (4) weekly office hours.
  6. Must attend all senate meetings.
- E. Director of Administrative Affairs
1. Lead the Academic Affairs and Student Organization committee of senators appointed by the Speaker of the Senate.
  2. Recognize student organizations in concurrence with committee.
  3. Be responsible for The Administrative Code.
  4. Meet twice a semester with Reserve Seats.
  5. Propose legislation pertaining to academic policies.
  6. Work in congruence with academic deans, library services, tutoring services, and the Department of Academic Affairs.
  7. Maintain the Office of the Provost's exam materials distribution program
- F. Director of Finance
1. Lead the Finance committee of senators appointed by the Speaker of the Senate.
  2. Be responsible for contingency requests along with the Finance Committee.
  3. Be responsible for training committee members and delegating contingency requests.
  4. Organize budget workshops and fundraising forums.
  5. Be responsible for the annual budget and budget hearings.
  6. Present monthly reports of the contingency balance to senate.

- G. Director of Wellness and Sustainability
  - 1. Lead the Wellness and Sustainability committee of senators appointed by the Speaker of the Senate.
  - 2. Promote sustainable living on campus.
  - 3. Organize Recycle campaign in conjunction with the Department of Facilities Management. (i.e. RecycleMania)
  - 4. Promote at least 1 healthy living and disease awareness per semester.
  - 5. Including but not limited to the following: Blood Drive, STD Testing, Safe Sex Workshop, Stress Relief Workshop.
  - 6. Be responsible for SGA Relay For Life campaign.
- H. Director of Legislative Affairs and Diversity
  - 1. Lead the Legislative Affairs and Diversity committee of senators appointed by the Speaker of the Senate.
  - 2. Be responsible for advocating for all legislative affairs affecting students at Old Dominion University.
  - 3. Be responsible for the planning and execution of the SGA lobbying event. (i.e. General Assembly Day in Richmond, VA)
  - 4. Will serve as the direct liaison to the Old Dominion University chapter of Virginia 21.
  - 5. Meet regularly with the Assistant to the President for Governmental Relations.
  - 6. Promote diversity and cultural awareness.
  - 7. Shall cosponsor or partake in campus-wide activities that will actively engage students.
    - a. These activities must promote international tradition, cultures, and/or values.
  - 8. Be responsible for the planning of SGA participation in OIR initiatives and events.
  - 9. Shall chair the IODU Student Inclusive Excellence Advisory Board in congruence with the SGA President and Vice President.
- I. Director of Student Life
  - 1. Lead the Student Life committee of senators appointed by the Speaker of the Senate.
  - 2. Regularly meet with the persons responsible for student life.
    - a. May include; Vice President of Auxiliary Services, Resident District Manager of Dining Services, Managers of various dining locations, Catering Director, Director of Bookstore and Director of Housing and Residence Life, etc.
  - 3. Create legislation relating to campus housing and dining.
  - 4. Serve as an advocate for student wants/needs in campus housing and dining.
  - 5. Determine students' wants/needs via forums, surveys, forms etc., Town Hall meetings, etc.
  - 6. Cosponsor or partake in activities that pertain to on campus housing and dining options.
- J. Director of Safety and Transportation
  - 1. Lead the Safety and Transportation committee of senators appointed by the Speaker of the Senate.
  - 2. Meet regularly with the ODU Chief of Police and Director of Parking Services.
  - 3. Be responsible for promoting the Monarch Loop, Safe-Ride & Escort Services.
  - 4. Be responsible for hosting 1 fall and 1 spring event catered to safety to assess the

changes made by the ODU administration. (i.e. Safety Walk)

a. Both events must be conducted in conjunction with the ODU police.

5. Be responsible for hosting 1 fall and 1 spring event catered to transportation. (i.e. Bike-a-thon)
6. Be responsible for promoting the ODU Alert System.
7. Serve as an advocate for student wants/needs in regards to parking and transportation services.
  - a. Advocacy will pertain to already existing as well as new policies.
8. Organize bi-weekly ODU PD reports in Senate.
9. Organize regular gatherings with ODU PD and students. (i.e. Coffee with a Cop)

K. Director of Public Relations & Recruitment

1. Lead the Public Relations and Recruitment committee of senators appointed by the Speaker of the Senate.
2. Be responsible for all advertising and publicity of the SGA. (Including Main Street & the Spring Organization Fair)
3. Be responsible for all public relations of large scale SGA co-sponsored events. (large scale events shall be determined by the President and Vice President)
4. Be responsible for recruitment of senators, in congruence with the Speaker of the Senate.
5. Shall host a SGA Week every semester.
6. Shall be the official SGA photographer.
7. Be responsible of leading school pride, tradition, and spirits initiatives. (i.e. Pride Patrol)
8. Be responsible for managing the Pride Patrol campaign every semester.
  - a. Engage students to wear blue and silver on Spirit Fridays.
9. Facilitate dialogue with retail facilities on campus to offer incentives for students. (i.e. discounts for the bookstore, apparel)
10. Work with the following departments (but not limited): Athletics' Spirit Team, Leadership & Student Involvement, and SEES.
11. Provide a strategic recruitment campaign to gain new SGA members.
12. Partner different departments on campus (but not limited):
  - a. Fall Involvement Fair. (LSI)
  - b. Admitted Students Day.
  - c. Preview.
13. Plan SGA's Open House. (1 per semester)
14. Manage a structured tabling recruitment event twice per month during Activity Hour. (i.e. What Do You Want Tuesdays)
15. Be responsible for the upkeep of the SGA website and all other SGA social media outlets.
16. Ensure all legislation, resolutions, and news are uploaded to the SGA website weekly.
17. May be tasked by the President to attend meetings on his or her behalf.

L. Director of Off-Campus and Satellite Campuses

1. Be responsible for interacting, engaging, and addressing off-campus concerns and issues and advocating and interacting with Old Dominion University's Satellite Campuses.



2. Serve as an advocate for off-campus residents that attend Old Dominion University.
3. Work with the following committee in Senate:
  - a. Off-Campus Committee.
4. Regularly meet with the following Administrators/ Staff who associate with topics related to off-campus:
  - a. SEES Off-Campus Graduate Assistant.
  - b. Chief Operating Office.
  - c. Chief of Police.
  - d. Civic Leagues.
  - e. Office of Community Engagement.
  - f. Greek Councils.
5. Be responsible for creating, implementing, and organizing programs/initiatives that promote Off-campus Civility & Safety.
  - a. This would include things such as Door/Window Alarms, Free Home Safety Inspecting, Party Safe Programs, Bystander Intervention Program.
6. Must hold an off-campus safety survey with students once a semester.
7. Be responsible for maintaining the Ambassador Program.
8. Be responsible for creating and sustaining a relationship with businesses around Old Dominion University.

M. Chief of Staff

1. Be responsible for the upkeep of the SGA website and all other SGA social media outlets.
2. Ensure all legislation, resolutions, and news are uploaded to the SGA website weekly.
3. May be tasked by the President to attend meetings on his or her behalf.
4. Be responsible for the projection of all media during Senate meetings.
5. Be responsible for receiving all pertinent information from newly inducted senators after Senate inductions.
  - a. Pertinent information includes but is not limited to name, UIN, email.
6. Complete six (6) weekly office hours.
7. Must attend all senate meetings.

Section 4. Vacancies

A. Recess Appointments

1. The President may appoint Directors when the University is in a break. (summer or winter)
  - a. The appointment must be approved by the Senate as soon as the University is back in session.
2. If vacant, the President may appoint the Secretary and Treasurer when the University is in a break. (summer or winter)
  - a. As soon as the University is back in session, a special election to fill the vacant position must take place within three (3) weeks.

Section 5. Order of Succession

A. Definition

1. Order of succession determines the proper order of leadership in the event that the president or those that follow the position are unable to perform their duties or represent the student government at any given time.
- B. The Order of Succession is as follows:
  1. President.
  2. Vice President.
  3. Speaker.
  4. Speaker Pro Tempore.
  5. Secretary.
  6. Treasurer.
  7. Senator most senior from date of induction.

### Article III Senate

#### Section 1. Members

- A. Speaker
  1. Elected by student body vote during spring elections.
- B. Speaker Pro-Tempore
  1. Elected by Senate vote
- C. Committee Chairs
  1. Appointed by Director of committee
  2. Must be appointed by the sixth (6<sup>th</sup>) week of the current session
  3. Must be approved by the Speaker and Vice President
- D. Senators
  1. Appointed according to Senator Induction Policy

#### Section 2. Requirements for Office

- A. Enrollment Requirement
  1. Shall be enrolled in at least nine (9) credits (undergraduate) or six (6) credits (graduate)
  2. Shall be enrolled and attending classes at any physical ODU campus.
- B. GPA Requirements
  1. Maintain a cumulative GPA of 2.5;
  2. The Speaker and Speaker Pro-Tempore must maintain a cumulative GPA of 2.5.
  3. Freshmen and/or transfer students who have not established a GPA, although recognized by the University to be in good standing, will be eligible to apply to become a Senator.
  4. Members will have their GPA reviewed at the end of the academic year regardless of when inducted.
  5. Members that do not reach the requirement, will have one academic semester to correct their GPA into compliance.
  6. After a semester has passed, if a member is not in compliance, they will be

- considered no longer eligible.
7. Members that become considered ineligible, are removed from office without impeachment or resignation.
  8. Should a member be removed from office, they will be eligible to return as a member once their GPA is in compliance, in accordance with Article VIII.
  9. All GPA requirements are subject to the minimum standards of the LSI Student Organization Handbook, which may take precedence of Article III, Section 2, Sub-section D.

### Section 3. Senate Composition

- A. There shall be a total of fifty (50) Senate seats:
  1. Thirty-Seven (37) General seats.
  2. Thirteen (13) Reserved seats:
    - a. Three (3) Greek seats (IFC, PHC and NPHC)
    - b. Four (4) Class Council seats (Senior, Junior, Sophomore, and Freshman)
    - c. Two (2) ROTC seats (NROTC and AROTC)
    - d. One (1) International seat
    - e. One (1) Off-Campus seat
    - f. One (1) VA 21 Seat
    - g. One (1) Graduate Seat
- B. The Senate may vote to increase the size of the Senate by ten (10) seats in September and January. The change may take effect upon the revision of the bylaws.

### Section 4. Duties

- A. Speaker
  1. Be responsible for conducting all Senate meetings.
  2. Must compile the statistics of the membership of the Senate.
  3. Shall, at the beginning of his or her tenure, assign committee memberships.
    - a. May take Senator committee preferences into consideration.
  4. Be responsible for receiving all pertinent information from newly inducted senators after Senate inductions.
    - a. Pertinent information includes but is not limited to name, UIN, and email.
  5. Be responsible for reserving all Senate locations and media services.
  6. Be responsible for sending email notifications to all SGA members.
    - a. Including, but not limited to, upcoming bills prior to the Senate meeting, reminders, SGA co-sponsorships etc.
  7. Complete six (6) weekly office hours.
- B. Speaker Pro-Tempore
  1. Shall assist the Speaker with his or her duties.
    - a. Shall chair the Senate meeting in the absence of the Speaker.
  2. Complete three (3) weekly office hours.
- C. Committee Chairs
  1. Set a date for Committee meetings.

2. Attend Senate and assigned Committee meetings.
  3. Complete three (3) weekly office hours.
  4. Shall record and distribute minutes electronically from each committee meeting.
  5. Shall prepare and send agendas to committee members at least 24 hours before each meeting.
  6. Shall maintain accurate record of attendance and distribute to committee members.
- D. Senators
1. Approve the president's list of nominees for the director positions at the beginning of the academic year.
  2. Attend Senate and assigned Committee meetings.
  3. Senators must serve in at least one committee, but may join other committees.
  4. Senators with 2 unexcused absences in a semester will be issued a warning from the Secretary. After a third unexcused absence, he or she will be referred to the Senate for a majority rule of impeachment.
  5. Shall attend 3 committee meetings a month.
  6. Senator must attend a New Senator Introduction following the meeting in which they were inducted.
  7. Complete two (2) weekly office hours

## Section 5. Committees

- A. The Senate shall have the following Committees
1. Finance Committee
    - a. Shall be responsible for contingency requests made by organizations and serve on the budget hearing committee.
  2. Administrative Affairs Committee
    - a. Shall be responsible for recognizing student organizations and maintain Student Organization roster.
    - b. Shall be responsible for the promotion of academics at the University.
  3. Wellness and Sustainability Committee
    - a. Shall be responsible for improving the University's sustainability.
    - b. Shall be responsible for promoting individual and environmental health in the University.
  4. Legislative Affairs and Diversity Committee
    - a. Shall be responsible for the promotion and support for the interests of the University in Local, State, and Federal Government.
    - b. Shall be responsible for promoting diversity, multicultural interests and activities in the University
  5. Safety and Transportation Committee
    - a. Shall be responsible for issues in parking services in the University and all issues relating to student transportation.
    - b. Shall be responsible for the issues relating to the safety of students in the University.
  6. Student Life Committee
    - a. Shall Be responsible for all issues pertaining to student life quality and lifestyle on campus

- b. Shall be responsible for issues in dining in the University.
  - c. Shall be responsible with all housing issues in the University.
- 7. Public Relations and Recruitment Committee
  - a. Shall be responsible for promoting our organization and the various events we have and/or co-sponsor.
  - b. Shall Be Responsible for all recruitment efforts for the SGA.
- 8. Off-Campus Life and Satellite Campuses Committee
  - a. Shall Be Responsible for interacting, engaging, and addressing off-campus concerns and issues.
  - b. Shall work to address issues with the other ODU Satellite Campuses.
- B. Ad-hoc Committee
  - 1. When the need arises, the Speaker may propose a creation of an Ad-hoc Committee.
  - 2. The Ad-hoc Committee shall be approved by a majority in the Senate.
  - 3. The Committee shall be tasked with a specific assignment and may not last for more than the current session.
- C. Committee Members
  - 1. Shall be non-voting, volunteer members.
  - 2. Shall be subject to all coinciding bylaws governing senators.
  - 3. Shall be non-voting members of the Student Government Association.
  - 4. Committee members are considered full members of the Student Government Association with all rights awarded in accordance with these bylaws.
  - 5. Committee Members may not sit in place of a committee chair, senator, or director in any temporary or permanent capacity.

## Section 6. Senate Meetings

- A. Authority
  - 1. The Speaker of the Senate has authority over all business conducted during senate meetings per the currently enacted Rules Bill.
  - 2. The Speaker Pro Temp has authority of all attendance and conduct by meeting attendees.
- B. Special Session
  - 1. A majority of members must inform the Speaker of the date for a special session via email.
  - 2. Upon receiving the required number of members, the Speaker shall announce the date of the special session.
- C. Attendance
  - 1. Attendance to Senate meetings is mandatory for all senators.
  - 2. Attendance cannot be excused for controllable prolonged or repeated instances, to include but not limited to:
    - a. Class scheduled
    - b. Occupation/work
    - c. Internship
    - d. Other obligation scheduled during senate meetings
  - 3. 2. Attendance may be excused for uncontrollable short-term instances, to include but not limited to:

- a. Illness
  - b. Family or personal emergency
  - c. Other unscheduled or single event instance
4. The Speaker shall have full discretion over excusing all short-term absence issues.
5. Should a senate meeting be extended beyond the standard timeframe, Senators will not be precluded or penalized for being dismissed for classes. (i.e. 3:00 PM Meeting extending into 4:20PM class times)
6. Should a Senator be unable to attend senate due to a controlled prolonged commitment due to class requirement, that senator will be allowed to resign for that semester only and return the following semester without being required to repeat the senator induction process.
7. Should a Senator not return in the immediate following semester, they will be required to repeat the senate induction process to return to senate in any subsequent semesters.

## Section 7. Elections and Appointments

- A. Speaker Pro-Tempore
  1. During the same week as the spring election, the Senate shall elect the Speaker Pro-Tempore.
  2. If the Speaker Pro-Tempore is not selected in the Spring, an election for the position shall be held by the 6th week of the proceeding fall semester.
  3. The Speaker, Vice-President, and President shall appoint the Speaker Pro-Tempore from within the Senate if the election is not held by the 6th week of the fall semester.
  4. The Speaker Pro-Tempore will be sworn in by the Chief Justice or most senior member of the Judicial Board.
- B. The Senate shall conduct a nomination process and election as stipulated below:
  1. The Senate shall go into executive session and conduct a nomination process.
  2. Any Senator may nominate another Senator to be placed on the ballot.
  3. A Senator may nominate himself or herself.
  4. Once the nomination process is complete, a secret ballot vote shall take place.
  5. If a candidate receives the majority vote in the Senate, he or she shall immediately become the Speaker Pro-Tempore.
  6. If there is not a majority, a runoff election shall be conducted between the top two (2) vote getters of the first election.
  7. Any nominee may decline the nomination.

## Section 8. Senate Induction

- A. Probationary Senators
  1. Any student wishing to become a fully recognized Senator must first apply to the Secretary.
  2. Application must include letter of intent, resume, and GPA.
  3. Applications missing defined items will not be recognized by SGA.
  4. The interested student's application should come after he/she attends their first

Senate Meeting.

5. Probationary Senators must attend three (3) consecutive meetings to be eligible to become a recognized Senator.
  6. After the third consecutive meeting, a Probationary Senator shall go before the Nominations Committee for a preliminary interview.
  7. The Nominations Committee will make a recommendation that the Senate induct the Probationary Senator or Reject the Probationary Senator's application.
  8. If negatively recommended, the Secretary will inform the Probationary Senator that he/she will have an opportunity to state why they should be inducted at the next Senate Meeting preceding their interview with the Nominations Committee.
  9. After the preliminary interview, the Probationary Senator shall go before the Senate for a vote to be inducted.
  10. The vote shall take place via secret ballot.
  11. Their information will be briefed to the Senator by the Nominations Committee.
  12. Each Probationary Senator shall have the opportunity to address the Senate and make their case for Senate Approval.
  13. If voted to induct, they shall be notified by the Speaker of the Senate and inducted into the Student Senate at the next Senate Meeting.
  14. They will also sign a form of acknowledgment stating they understand the requirements of being a Senator.
- B. Returning Senators
1. Returning Senators will be inducted by the Speaker at the opening of each Senate Session
- C. Term
1. Senators inducted into the Senate shall serve for that academic year, and have the option to return for the following academic year if in good status in the Student Body Senate

## Section 9. Reserve Seat Process and Standards

- A. A Reserve Seat is defined as a seat that represents a specific demographic or population with a vested interest in representation in the Old Dominion University Student Government Association.
1. This differs from a General seat in that a Reserve Seat is designed to represent an entire group of people, whereas a General Seat is for a student representing a non-defined 500 students from the student body population
  2. A Reserve Seat can be filled by anyone from that requesting demographic, whereas a General Seat can only be filled by the singular student that has applied and was chosen for that seat.
- B. The Reserve Seat must be a recognized demographic, population, minority group, or protected class under ODU, Local, State, or Federal standards or by directive of the SGA.
1. Includes but is not limited to Minorities, Greek Council, Academic College, Etc
  2. Does Not Include but is not limited to Specific Student Organizations, Specific Student Clubs, Media, Any Office or collaboration not directly related to student affairs, Etc.
- C. Process of requesting a Reserve Seat

1. Must meet all stipulations from Section A.
  2. Requesting group must formally petition the SGA Speaker, via the approved reserve Seat Request Form, with no less than 100 signatures from their demographic or sponsoring population, or the number deemed necessary by the SGA Executive Board should the demographic or population not total 100 or more, as verified by the ODU Registrar Office or Office of Leadership and Student Involvement.
  3. Should the senate limit of seat be reached prior to this request, it will remain on hold in queue, on a first come first serve basis, until such time as a seat becomes available and is deemed appropriate by the Speaker to allow the request process to move forward.
  4. Requestor must present petition to the SGA Speaker for approval to be sent to the SGA Senate, in accordance with the current session Rules Bill process.
  5. If approved, the Speaker will present to the SGA Senate for confirmation, in accordance with the current session Rules Bill process.
  6. Upon confirmation, the seat will be recognized immediately.
- D. Process of Maintaining a Reserve Seat
1. Reserve Seat Representatives must adhere to all the requirements of General Seat Senators outlined in Article 3, Section 2 and Article 3, Section 3, Subsection D.
- E. Reserve Seat Removal Process
1. Failure to meet all the requirements outlined in Article III, Section 3, Subsection D will initiate the Reserve Seat Removal Process.
  2. The Speaker will present the removal request to Senate for vote at the next SGA Senate Meeting.
  3. Should the seat be removed, that Reserve Seat remains removed for the remainder of the current SGA Session and is immediately converted to a General Seat or Reserve Seat to be filled by any party awaiting in queue to fill the seat or remain open until such a party is designated to fill that seat.
  4. Once removed that specific Reserve Seat cannot be considered for request, application, or reapplication for the remainder of the current session.
  5. A new reserve seat may be reapplied for in the following SGA session.

## Article IV Judicial Board

### Section 1. Members

#### A. Enrollment Requirement

1. Shall be enrolled in at least nine (9) credits (undergraduate) or six (6) credits (graduate).
2. Shall be enrolled and attending classes physically at the Norfolk Campus.
3. Maintain a cumulative GPA of 2.5.

### Section 2. Judicial Review



- A. Prior to its submission to the Senate floor, all legislation that is to be voted on, shall be submitted to the Judicial Board in addition to the Speaker of the Senate, who will then conduct an analysis on the proposed legislation before it is presented to Senate.
- B. During this process, the Chief Justice, along with the rest of the Judicial Board, will ensure that no clauses within the legislation violate items that are present in our Constitution and Bylaws.
- C. The Judicial Board shall have jurisdiction over cases with the interpretation of this Constitution and bylaws of the SGA.

### Section 3. Meetings

- A. The monthly meeting time shall be determined by the Chief Justice of the Judicial Board.

### Section 3. Duties

- A. The Chief Justice:
  - 1. Chair the Judicial Board meetings.
  - 2. Along with the Associate Justices, interpret the Constitution.
  - 3. Host a workshop outlining the interpretation of the Constitution and Bylaws time per semester.
  - 4. Host a workshop for SGA election candidates outlining the rules and regulations pertaining to SGA elections via the appointed Elections Commission.
  - 5. Be responsible for maintaining an updated version of the Constitution and Bylaws.
  - 6. Be responsible for the promotion of changes made to the Constitution and Bylaws.
  - 7. Promotion of changes must be made via online communication to all affected persons and members of the SGA.
  - 8. Work in congruence with the Speaker of the Senate in the induction process of senators.
  - 9. Be the SGA liaison to the student legal services center.
  - 10. Complete four (4) weekly office hours.
- B. An Associate Justice shall:
  - 1. Attend Judicial Board meetings.
  - 2. Along with other members of the Judicial Board, interpret the Constitution.
  - 3. Assist Chief Justice with workshops and promotion of changes made to the Constitution and Bylaws and all assignments as directed by the Chief Justice.
  - 4. Complete two (2) weekly office hours or the equivalent time serving the SGA outside the office as assigned by the Chief Justice.

### Section 4. Appointments

- A. Appointment of the Chief Justice.
  - 1. The application process shall follow the current appointed position process as outlined in Article II.
    - a. Name, class ranking, expected graduation date, leadership experience, description of interpersonal skills, and organizations involved with on

- campus.
- 2. The President, Vice President, and Speaker of the Senate must come to an agreement.
- 3. If the group fails to do so by the fifth (5th) week of school, the Senate shall appoint the Chief Justice.
- B. Appointment of Associate Justices
  - 1. The application shall include:
    - a. Name, class ranking, expected graduation date, leadership experience, description of interpersonal skills, and organizations involved with on campus.

#### Section 5. Recommendation

- A. The Chief Justice shall make it known when he or she is three (3) months upon graduation.
- B. He or she shall make a recommendation to the President, Vice President, and Speaker of the Senate, as to whom he or she feels will do the job best to succeed him or her.
- C. The recommendation shall be sent to the Senate in written form.
- D. The President, Vice President, and Speaker of the Senate shall make their recommendation one (1) month prior to the spring elections; this shall be delivered in written form to the senate.

#### Section 6. Vacancies

- A. Recess Appointments
  - 1. The Chief Justice may be appointed when the University is in a break (summer or winter).
  - 2. The Chief Justice may appoint Associate Justices when the University is in a break. (summer or winter)
  - 3. The Chief Justice shall be approved by the Senate as soon as the University is back in session.

#### Section 7. Infractions

- A. Infraction Process
  - 1. Any member of the Student Government Association can receive as well as attempt to file an infraction.
  - 2. Infractions can be given for any action that violates the Student Government Association Bylaws, Student Government Association Constitution, Old Dominion University Code of Conduct, or the Student Government Association Administrative Code.
  - 3. All members of the Student Government Association shall meet with and consult a member of the Judicial Board with issues regarding other members before a formal infraction can be submitted.
  - 4. Following the consultation, the Judicial Board member will then evaluate the nature of the incident and decide whether or not to formally move forward with issuing an

- infraction.
5. Should the Judicial Board member decide that the infraction was warranted, they must then fill out and submit the infraction form provided by the Chief Justice to the Judicial Board via email and notify the member of the pending investigation immediately along with citing what the investigation is for.
    - a. Should the Judicial Board member decide not to submit the infraction, they must then schedule a meeting with both members and the Speaker of Senate in order to resolve the issue.
  6. If a member of the Student Government Association would like to submit an infraction regarding a member of the Judicial Board, they must then consult another member of the Judicial Board and have it reviewed by an Advisor and the remainder of the Judicial Board, excluding the Judicial Board member who received the infraction.
  7. Once the infraction has been declared warranted by the Judicial Board, the infracting member will then be notified within 24 hours as to what the outcome of their investigation is.
    - a. Should the member decide to appeal the outcome, they must provide substantial evidence and/or reasoning.
    - b. Should the appeals requirements be met, they must then request a hearing with the Appeals Committee, which shall be the Chief Justice, Vice President, and a Senator.
  8. In the event that a member of the Student Government Association accumulates a total of three infractions, they will then be subject to an impeachment hearing on the Senate floor, where their status as a member will be evaluated.

## Article V Elections Commission

### Section 1. Election Commission Authority

- A. These Election Commission bylaws shall pertain solely to the election process for Old Dominion University Student Government Association.
- B. The election process shall be controlled by the Election Commission with assistance from a staff member from Leadership and Student Involvement (LSI).
- C. The Elections Commission, reserves the right make recommendations to alter portions of these bylaws as it deems necessary to adjust for current conditions.
- D. The Election's Commission shall be tasked with setting the official dates for the spring elections, which are to be held annually within the dates specified.

### Section 2. Election Commission Members

- A. Chairman
  1. Appointed by a committee of the President, Speaker, and Chief Justice.
  2. Confirmed by Senate majority vote.
- B. Commissioners

1. Shall be appointed by the Chairman.
2. Identities not revealed before or during enactment of the current elections to preserve decorum.
- C. Committee Members
  1. Assist in proper execution of the election process.
- D. Enrollment Requirements
  1. All members of the Elections Commission shall be enrolled in at least nine (9) credits (undergraduate) or six (6) credits (graduate)
  2. Maintain a cumulative GPA of 2.5.
- E. All candidates must comply with all university policies, procedures, the Student Handbook, the Honor Code, and these bylaws.

### Section 3. Commission Elections and Appointments

- A. Chairman
  1. The Chairman of the Election Commission shall be appointed no later than the last Senate meeting of November of the current academic year.
  2. Should a Chairman not be appointed by the deadline, Senate will appoint the chairman at the next Senate Meeting.
- B. Commissioners
  1. Must be appointed by the Chairman no later than the last meeting of the fall semester.
  2. Must be recognized by the LSI staff member as eligible.
  3. Must give a statement of understanding of duties and responsibilities to the LSI staff member.

### Section 4. Elections Committee

- A. Composition
  1. The committee shall begin starting the first meeting of Senate in the spring semester of the academic year.
  2. All Committee Members will be selected by the last day of classes.
  3. A roster of members will be given to the SGA Secretary for administrative tracking.
  4. The Committee will consist of no less than four members in addition to the Chairman and Commissioners.
  5. Committee members are not to be involved in any closed Election Commission proceedings.

### Section 5. Meetings

- A. Elections Commission
  1. Meetings shall be conducted on a weekly basis, beginning in the second full week of the spring semester.
  2. All Elections Commission meetings are closed to only the Advisor, Chairman, and Commissioners.
  3. Minutes will be kept to be released at the close of the Elections Period.
- B. Committee

1. Meetings shall be conducted as determined necessary by the Chairman, beginning in the second full week of the spring semester.
  2. Minutes will be kept for record of all meetings.
- C. Communication
1. All communication will be conducted in accordance with the SGA bylaws.
  2. If the need arises and meetings cannot be conducted in person, the telecommunications bylaws will set the process for non-traditional meetings.

## Section 6. Duties

- A. Chairman
1. Appoint all Commissioners.
  2. Maintain the anonymity of all commissioners.
  3. Act as the liaison between the Election Commission and all outside parties.
  4. Conduct all appointments, announcements, scheduling, meetings, and hearings as outlined in Article V and VI.
  5. Maintain the integrity of all election processes.
  6. Release the announcement of specific dates for the entirety of the candidacy and election process by the end of fall semester classes.
- B. Commissioners
1. Maintain anonymity.
  2. Meet with the Chairman as requested.
  3. Investigate and review any violations of Articles V and VI.
  4. Monitor all campaigns, candidates, student organizations, voting and polling to maintain election integrity.
- C. Committee
1. Work with the Election Chairman to support the election process.
  2. Draft correspondence, announcements, etc. related to elections.

## Section 7. Vacancies

- A. Recess Appointments
1. The Election Commission Chairman may be appointed when the University is in a break. (summer or winter)
  2. The Election Commission Chairman may appoint Commissioners when the University is in a break. (summer or winter)
  3. Chairman appointments shall be approved by the Senate as soon as the University is back in session.

## Article VI Elections

### Section 1. Candidacy Process

#### A. Nominations

1. Prior to the election, the Senate shall conduct a nomination process for each elected position outlined in Article II, Section 1, Sub-section A and Article III, Section 1, Sub-section A, to determine the three (3) candidates to be placed on the ballot for the spring election.
  2. The Senate shall conduct a nomination process as stipulated below:
    - a. The Senate shall go into special session and conduct a nomination process.
    - b. Any student may nominate another student to be placed on the ballot.
    - c. A student cannot nominate self-nominate.
    - d. Once the nomination process is complete, a secret ballot vote shall take place.
    - e. The top three (3) candidates, for each elected position, receiving the most votes shall be placed on the ballot in the spring election.
  3. Any nominee may decline the nomination.
  4. A student must receive a nomination in order to submit an application.
- B. Applications
1. Applications will open the first day of classes of the spring semester.
  2. Applications must be completed and submitted to the Elections Commission.
  3. Applications will close on the last business day of January of the academic year.
  4. No Incomplete application will be accepted.
  5. Applicants may only apply for one office in any election period.
  6. Applications cannot be altered once submitted.
  7. Applicants may rescind their application at any time prior to the voting period.
  8. Applications will include a minimum of the following:
    - a. General identification information
    - b. Contact information
    - c. Eligibility compliance
    - d. Short Biographical introduction
- C. Candidacy
1. All candidates must be deemed eligible by the newest ratified version of the Constitution and under stipulations of the current bylaws.
  2. Uncontested candidates shall be declared winners once they have received 51% of all participating votes.
  3. A candidate may only rescind their candidacy with a "Letter of Withdrawal" to the Election Commission. Prior to the voting period.
  4. A candidate cannot withdraw from the election once voting has started.

## Section 2. Campaigns

- A. Campaign Period
1. The campaign period will begin no later than the second full academic week of February.
  2. The campaign period will last a minimum of four (4) full academic weeks.
- B. Campaign Requirements
1. Candidates, any students, and any organizations taking part in campaigning activities must comply with University policy with regards to solicitation and advertising on campus, and in residence halls.
  2. Organizations must follow the Student Organization Handbook in reference to

assisting or participating in any campaigning.

C. Campaign Measures

1. Tangible campaign measures/materials are defined as fliers, signs, posters, cards and letters.
2. All tangible campaign measures/materials may only be put up during the campaign period and must be taken down by 5pm of the day that voting is concluded.
3. Signs, posters, etc. are permitted only in Webb University Center and residence halls.
4. The Election Commission reserves the right to remove any campaign material it deems in violation of the bylaws.
5. Candidates are encouraged to check with the Election Commission to determine if their campaign materials are permissible.
6. Intangible campaign measures include oral communication, Internet, and other electronic forms of communication.
7. Intangible campaign measures are not restricted to the campaign period.
8. Campaign statements and materials shall not defame or slander any candidates.

D. Campaign Expenditures

1. Expenditures may not exceed \$200.
2. Candidates are required to submit ALL receipts for campaign materials purchased.
3. Candidates may not receive donations.
4. Candidates may not receive financial support from any student organization's SGA budget allocation.
5. Candidate may not receive support or tangible or intangible materials purchased or paid for by any student organization's SGA budget allocation.
6. Student organizations cannot fundraise for any SGA campaign or candidate.
7. Student organizations are limited to assisting campaigns in the following:
  - a. May show support in attendance to any debate or event for a candidate or campaign
  - b. May give statements of support to their membership, student body, and/or public.
  - c. May assist with distribution of tangible or intangible campaign measures/materials in accordance with all University and Student Organization Handbook Policy.
8. Violations by student organizations in support of a candidate or campaign will be recommended to the Election Commission of review.
9. Student Organizations that are found to have violated any bylaws by the Election Commission will be referred to the Director of Administrative Affairs for further action.
  - a. This can include, but is not limited to, internal review, budget reduction, suspension of student organization recognition, or removal of student organization recognition.

E. Debate

1. The Election Commission is required to host a minimum of two debates during the campaign period.
2. All candidates must attend the debate.
3. A moderator will be selected by the Elections Commission.

4. The moderator will collect questions from students prior to the debate.
5. The moderator will review submitted questions and prepare an agenda for the debate.
6. All students will be welcome at the debate and it may be requested to be recorded.
7. Debate minutes will be kept for record.
8. Once all questions have been asked, there will be an open forum for all attendees to ask questions of the candidates.
9. Candidates will have a maximum of 3 minutes to answer a question.
10. Any attendee asking any inappropriate questions or violates and portion of the bylaws, University policy, or Student Conduct Policy, will be escorted from the debate.
11. Debates will be a minimum of one (1) hour.
12. Record of the debate will be released immediately after conclusion to the student body.

### Section 3. Election Process

#### A. Election Period

1. Spring elections will start on the first day of the academic week following the campaign period.
2. If that week is during spring break, the election will begin the first day of classes of the proceeding week.
3. The election period will last for a minimum of on full academic week.

#### B. Voting Procedures

1. Voting will be conducted via electronic polling only.
2. The Election Commission will announce to the student body, across all available platforms, where students can vote.
3. Only ODU students will be eligible to vote.
4. Voters may only use the website authorized by the Election Commission.

#### C. Polling Stations

1. A polling station is defined as a computer set up with the intention to be used for voting by any student.
2. Candidates may not campaign within 10 feet of a polling station.
3. Campaign materials may not enter this polling radius.
4. Student Organizations and students are not permitted to campaign with any tangible measures/materials, statements, electronics or events, once the voting period has begun.
5. Student Organizations and students are permitted to continue campaigning with any intangible measures/materials, electronic communication, and statements, through the voting period.

#### D. Election Results

1. Will be reviewed only by the Election Commission.
2. Will be announced once confirmed by the Elections Commission and if necessary the appeals committee.
3. The Elections Commission will notify all university parties of the results simultaneously.



- a. This includes all candidates, students, student organizations, advisors, and ODU departments.
  - b. Under no circumstances should any party other than the Election Commission review the results.
  - c. Should there be an issue with the voting, the Election Commission is authorized to request assistance without revealing the elected candidates.
4. The Election Commission will report all voting data; to include a minimum of the following:
  - a. Report of the process used for voting submission
  - b. Candidate names
  - c. Total votes
  - d. Total votes per candidate
  - e. Report of any violations
  - f. Vote reductions due to violations
  - g. Report of any appeals proceedings
5. Ties
  - a. In the event of a tie, a second vote will be held for the candidates who tied.
  - b. The second vote will be held within three (3) class days of the end of the original voting period.

#### Section 4. Special Elections

- A. Special Elections must follow all bylaws under Article V and VI.
- B. Special Elections are exempt from the specified time frames directed by Article VI.
- C. The Election Commission will identify all Nomination, Application, and Election time frames for a special elections.
- D. All time frames must be a minimum of one (1) week.
- E. A Minimum of two (2) weeks must be allowed for campaigning for special election.

#### Section 5. Violations & Complaints

- A. Violations
  1. Violations are defined as any deliberate or non-deliberate action that undermines the election process or violates the bylaws or any university policy.
  2. Any student may submit a complaint of violation to the Election Commission.
  3. Candidates that are found to be in violation are subject to a hearing to determine the penalty.
  4. Student organizations found to be in violation are subject to review by the Director of Administrative Affairs.
- B. Complaints
  1. The Election Commission cannot file complaints against candidates.
  2. All complaints will be reviewed by the Election Commission.
  3. All complaints must be filed with the Election Commission within 24 hours of the incident via e-mail to the Commission Chairman.
  4. Evidence and testimony with regard to the complaint will be required at the hearing for the complaint.

C. Hearing Process

1. The Election Commission will notify candidates who are subject to a hearing within 24 hours.
2. The candidate will have five (5) minutes to make opening statements.
3. Up to three (3) eye witnesses may have up to three (3) minutes to speak to the incident.
4. The Election Commission will be able to ask questions to the candidate and witnesses.
5. The candidate will have five (5) minutes for closing.
6. All statements must be germane to the incident.
7. Time may not be reserved or yielded.
8. All hearings will be closed.
9. The candidate will receive notification of the decision within 24 hours.

Section 6. Penalties

- A. Penalties for violations of the election process include, but are not limited to:
1. Reduction in votes received.
  2. Letters of Reprimand.
  3. Restrictions and/ or Fines.
  4. Referral to the Office of Student Conduct and Academic Integrity. .
  5. Disqualification.
  6. Impeachment.
- B. Judgments and penalties for violations and complaints will be handed down during the same hearing they are addressed.

Section 7. Appeals

- A. Appeals can be made to the Appeals Board.
- B. All notices of intent to appeal must be made to the Election Commission via email within 24 hours of the ruling.
- C. Ruling of the Appeals Board is final
- D. The Appeals Board is comprised of five (5) at large students, who are appointed prior to the election process by the Election Commission.
- E. The Appeals Hearing:
1. The candidate will have five (5) minutes to make opening statements.
  2. Up to three (3) eye witnesses may have up to three (3) minutes to speak to the incident.
  3. The Appeals Board will be able to ask questions to the candidate and witnesses
  4. The candidate will have five (5) minutes for closing.
  5. All statements must be germane to the incident.
  6. Time may not be reserved or yielded.
  7. All hearings will be closed.

Section 8. Inauguration Ceremony (Oath of Office)

A. Ceremony

1. The Student Government Association shall have an Inauguration Ceremony following the election, prior to the end of spring semester classes.
2. All elected members from the spring election shall take part in a ceremonial induction into office.
3. These shall include, but not limited to the President, Vice-President, Secretary, Treasurer and Speaker of the Senate.
4. The Chief Justice or the most senior member of the Judicial Board shall swear in the elected members with the Oath of Office.

Article VI

Resignation, Impeachment and Removal

Section 1. Resignation

A. Resignation

1. Any member of the Student Government Association who resigned from office shall be ineligible to serve as a member of the Executive Board, Judicial Board or Senate until the following semester.
2. Vacating a currently held office to succeed to a higher office shall not be construed as a resignation.

Section 2. Impeachment

A. Impeachable Offenses:

1. Any member of the Student Government Association may be impeached for:
  - a. Infractions of any provisions of these Bylaws.
  - b. Infractions of the Student Code of Conduct.
  - c. Any member of the Student Government Association will be removed from office for conviction of any felonious violation(s) of local ordinances, the statutes of the Commonwealth of Virginia or the United States of America, without an impeachment process.

B. Impeachment and Removal process:

1. The impeachment process of any member of the Student Government Association may begin:
  - a. By the petition of a majority of the Senate, or
  - b. By the petition of 5% of the Student Body.
2. The petition shall:
  - a. Specifically cite alleged violations with evidence,
  - b. Be given to all members of the Judicial Board.
  - c. The Judicial Board shall call a preliminary hearing within one (1) week of receipt of a petition for impeachment.
  - d. The convening body shall hear all complaints and defenses at the preliminary hearing.
  - e. After the preliminary hearing has been conducted a majority vote of the Judicial Board shall be required for an impeachment hearing to be scheduled between

- seven (7) and fourteen (14) calendar days and to be called by the Chief Justice of the Judicial Board.
3. The Impeachment Hearing:
    - a. Shall be held during a special meeting of the Judicial Board at which no other business may be conducted.
    - b. The Chief Justice of the Judicial Board shall chair the meeting.
    - c. If the Chief Justice is absent, the most senior member of the Judicial Board shall chair the meeting.
    - d. Members of the Executive Board and Senate may be present at the hearings at the request of the Judicial Board or the accused.
    - e. They may be called to speak at the discretion of the petitioner or the accused.
    - f. Both the accused and the petitioners shall be allotted equal amounts of time to present their cases.
    - g. Each side should be allotted a maximum of one (1) hour.
    - h. Both sides shall be permitted to present evidence, bring witnesses, and/or address the Judicial Board.
    - i. At the close of the presentation of evidence, the Judicial Board shall go into executive session.
    - j. At the close of deliberation, the Judicial Board shall conduct a public roll- call vote to send a recommendation of removal to the Senate.
  4. A majority vote of the Judicial Board shall be required to send the recommendation of removal to the Senate.
  5. If passed by the Judicial Board:
    - a. The recommendation shall be presented in the next Senate meeting.
    - b. The recommendation shall be the first order of business in the Senate.
    - c. After the presentation of the Judicial Board, the Senate shall take a roll- call vote.
    - d. The accused member shall be removed immediately from office with two thirds (2/3) vote of the Senate.
    - e. Any member impeached and subsequently removed from office shall be ineligible to serve in SGA for exactly one (1) full year from the date of removal.

### Section 3. Removal

#### A. Impeachment Removal

1. Any member approved for impeachment by roll-call vote, shall be removed immediately.
2. The member will turn in any Student Government Association property or identifying items that may be used to identify or suggest any current Student Government Association session affiliation.

#### B. Ineligibility Removal

1. Any member that becomes ineligible to serve in their position under the current position requirements, may be relieved without impeachment.
2. Ineligibility includes:
  - a. Failure to meet position requirements. (GPA, Credits, Enrollment)
  - b. Expulsion from Old Dominion University.
  - c. Administrative Removal from Old Dominion University.

- d. Any action changing their status under the position requirements.
- 3. Ineligibility removal is related to position or membership requirements only.
- 4. Ineligibility does not relate to any position governed under Articles V or VI.
- 5. Ineligibility does not include any infraction, violation of policy or bylaws, or any instance where a member still meets the position requirements.

## Article VII Digital Communications

### Section 1. Use of Digital Communications

- A. The use of digital communications to conduct a meeting may be used only if the device allows all participating members the opportunity to be simultaneously heard.
- B. Permitting all participating members to be simultaneously heard allows for a thorough consideration and discussion of the issue being discussed.
- C. The use of digital communications to conduct a meeting shall be used in the following matters:
  - 1. Matters in which SGA has a vested interest and an urgent response is needed.
  - 2. Matters of pro forma that need to be handled in a timely manner.
  - 3. The use of digital communications is not to replace the normal face-to-face meetings but to be used in time of urgency and during situations that occur when school is on a long break, such as spring break, summer break and winter break.
- D. No digital communication meeting shall take place during the following:
  - 1. On a national holiday.
  - 2. During late hours of the evening or early hours of the morning (9:00pm-6:00am EST).

### Section 2. Inviting Members to Attend a Digital Communication Meeting

- A. All voting members shall be notified no less than 24 hours before the meeting takes place. The following shall be included when members are notified:
  - 1. Date of meeting.
  - 2. Time of meeting (EST).
  - 3. Agenda/Topic to be discussed with a timeline.

### Section 3. Digital Communication Meeting Etiquette

- A. Before speaking, members shall introduce themselves by stating their name and title.
- B. When speaking, members shall look straight into the camera and speak in a loud and clear voice.
- C. Members shall wait for their opportunity to speak and shall not interrupt a speaking member.
- D. Members shall give the discussion its full attention and shall refrain from multitasking during a meeting.

Section 4. Quorum and Voting Procedure

- A. The meeting shall follow Robert's Rule of Order in establishing quorum and voting procedures.

Article VIII  
Amendments

Section 1. Amendments

- A. Amendments to these Bylaws shall be presented in writing to the Senate and shall be presented for first reading. The Senate will then debate and discuss the changes in during second reading.

Section 2. Effective Date of Amendment

- A. Upon a majority vote of the Senate, the amendment shall take effect immediately unless otherwise provided in the amendment.