



Governing Documents

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LSUE Student Government Constitution

Preamble

We, the students of Louisiana State University at Eunice, in order to provide an officially recognized student organization to identify and represent student interests; to promote student participation in the overall policy and decision-making processes of the University; to enhance quality and scope of education at the University; and to promote the general welfare of the Student Body, do hereby adopt and establish this constitution of the LSUE Student Government.

ARTICLE I: The Student Government Association

1. Title

Section 1. The governmental organization of the students of this institution shall be known as the Student Government Association (SGA) of Louisiana State University at Eunice (LSUE).

2. Student Representation

Section 2. Any and all students, as defined by the regulations of Louisiana State University at Eunice, will be defined as members of the Student Body. These students are entitled to representation through the Student Government Association.

3. Purpose

Section 3. The purposes of the Student Government Association shall be:

- (A) To represent the concerns and interests of LSUE student;
- (B) To serve as the official advisory body of the students to the University administration, faculty, staff, the LSU Board of Supervisors, the Louisiana Board of Regents, the Louisiana State Legislature, the federal government, and the general public;
- (C) To empower the student body by providing a medium through which students may actively engage in issues impacting the LSUE community;
- (D) To provide programs for the betterment and enrichment of the University;
- (E) To preserve and advance the academic and collegiate experience of the student body; and (F) To contribute to a culture of tradition and pride in LSUE.

4. Equal Opportunity Clause

Section 4. It is the responsibility of the LSUE Student Government Association to serve all LSU students without regard to race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical ability, or veteran's status.

5. Governing Structure

Section 5. The governing structure of the Student Government Association shall consist of the following two branches: Executive and Legislative.

ARTICLE II: The Executive Board

1. Executive Power

Section 1. The executive power of the Student Government Association shall be vested in the Student Body President and Vice President.

2. Executive Officers

Section 2. Executive Officers shall include the President, Vice President, Secretary, and Treasurer.

3. President Duties and Powers

Section 3. The President shall have the following duties and powers:

- (A) Serve as the chief executive officer of the Student Government Association;
- (B) Act as the chief spokesperson of the Student Body;
- (C) Call special meetings of the Executive Board, the Student Senate, and the Student Body;
- (D) Serve as an ex-officio member of all committees appointed by him/her;
- (E) Execute all enacted legislation of the Student Senate, report the status of all enacted legislation, and address the Student Senate on a regular basis for the purpose of answering questions and for clarification;
- (F) Serve on, nominate, and/or appoint representatives of the Student Body to university committees affecting the activities and lives of the students, with such service and/or nominations and/or appointments made upon the request of the proper university officials;
- (G) Immediately fill any vacancy of the Executive Board or Student Senate, subject to the approval of two-thirds (2/3) of Student Senate approval;
- (H) Sign or veto all legislation passed by the Student Senate, provided that such power is exercised within four (4) class days after passage of the legislation in question. If the legislation is not signed or vetoed within this period of time, it shall be considered enacted;
- (I) Submit the SGA Governing Documents to the Executive Board and Student Senate, outlining the purpose, duties, powers, procedures, and other important information;
- (J) Preside over and lead all Student Body meetings;
- (K) Serve as a member of the Louisiana Council of Student Body Presidents;
- (L) Form and appoint committees as stated in the SGA Bylaws;
- (M) Approve and/or amend prepared minutes for Student Body meetings; and
- (N) Power to vote on matters brought before the Student Senate only in the event of a tie.

4. Vice President Duties and Powers

Section 4. The Vice President shall have the following duties and powers:

- (A) Preside over and lead all specially scheduled Student Senate meetings;
- (B) Serve as President in the absence or incapacity of the President;
- (C) Call special meetings of the Student Senate when necessary;
- (D) Present and propose legislation to the Student Senate;
- (E) Assist the President in such executive matters as the President sees fit;

- (F) Swear in all newly elected and appointed members of SGA (script in Article IV, Section 1E of the SGA Bylaws); and
- (G) Power to vote on any and all matters brought before the Student Senate.

5. Treasurer Duties and Powers

Section 5. The Treasurer shall have the following duties and powers:

- (A) Serve as the accountant for the Student Government Association in order to prepare an annual budget, and, upon approval by the Senate and Executive Branch, present it to the Dean of Student Affairs.
- (B) Serve as financial officer, reporting all transactions of the Student Government Association, all of which must have been preapproved by the President and the Dean of Student Affairs.
- (C) Lead all communications and execution of duties associated with the LSUE SGA Co Sponsorship Funding initiative, including informing student organizations of this program and informing Student Senate on program guidelines as stated in the SGA Bylaws; and
- (D) Power to vote on any and all matters brought before the Student Senate.

6. Secretary Duties and Powers

Section 6. The Secretary shall have the following duties and powers:

- (A) Serve as special assistant to the President;
- (B) Serve as Chair of the Marketing and Public Relations Committee;
- (C) Serve as a community liaison for the Student Government Association;
- (D) Prepare agendas for upcoming Student Body meetings and receive approval from the President and the Advisor no less than 48 hours in advance of the meetings;
- (E) Record notes/minutes from each meeting, and submit those notes/minutes to the Advisor for them to be hosted on the SGA website;
- (F) Discuss and argue the standpoint of the President in his/her absence; and
- (G) Power to vote on any and all matters brought before the Student Senate.

7. Executive Board Term of Service

Section 7. The President, Vice President, Treasurer, and Secretary shall be elected in the Spring semester for a term of one (1) year with no option to re-run for a second term on the Executive Board of the Student Government Association. Each term begins on the day after the last day of finals for the Spring semester and ends on the last day of finals the following year.

Article III: The Legislative Branch

1. Legislative Power

Section 1. All legislative powers of the Student Government Association shall be vested in the LSUE Student Senate.

2. Abilities by Type of Vote

Section 2. The Student Senate, commensurate with the subsequent provisions of the Constitution and Bylaws, shall have the power to act as follows:

- (A) By a three-fourths (3/4) vote of the Senators present and voting at any duly constituted Student Government Association meeting, the Student Senate may amend the SGA Constitution or Bylaws by its own initiation.
- (B) By a two-thirds (2/3) vote of the Senators present and voting at any duly constituted Student Government Association meeting, the Student Senate may:
- a. Approve Executive Board or Legislative Branch appointments;
 - b. Suspend the Senate's Rules of Order;
 - c. Override any Presidential veto;
 - d. Impeach any officer of the Student Government Association; and
 - e. Amend the Senate's Rules of Order, the Bylaws, and the Election Code.
- (C) By a simple majority (1/2) vote of the Senators present and voting at any duly constituted Student Government Association meeting, the Student Senate may:
- a. Recommend action and express opinion on behalf of the Student Body in all areas of student life;
 - b. Create any temporary Student Senate committee and approve any appointments made thereto; and
 - c. Pass proposed legislation.

3. Student Senate Composition

Section 3. The Student Senate shall consist of two (2) elected members from the unclassified class, six (6) members from the sophomore class, and eight (8) members from the freshman class.

4. Student Senate Term of Service

Section 4. The Student Senate elections shall be held no later than the third (3rd) week of September. Terms of service for each Senator begins on the day after election results are announced and ends following the installation of a successor unless the Senator resigns or is removed from office.

5. Student Senate Vacancies

Section 5. Student Senate vacancies shall be filled by appointment by the President and approved by two-thirds (2/3) majority approval by the Student Senate.

6. One Vote Per Senator

Section 6. Only members of the Student Senate may vote. Each senator may cast one (1) and only one (1) vote on any matter under consideration by the Senate. Under no circumstances may a Senator cast a vote on behalf of another Senator.

ARTICLE IV: Elections

1. Voter Eligibility

Section 1. Students who are registered for at least part-time enrollment status at the time of the election shall be eligible to vote in all elections provided for in this Constitution.

2. Candidate Eligibility

Section 2. In order to be eligible for election or appointment to any office under this Constitution, a student must meet all University-mandated requirements of officers of recognized campus organizations. Any exception to this Section must be expressly provided for elsewhere in this Constitution.

3. Elected Officers

Section 3. All officers elected under this Constitution must receive a majority of votes cast in the election, unless as otherwise provided as a special case in the Student Government Election Code.

4. Election Committee Composition

Section 4. The Election Committee is formed by Presidential appointment and consists of no more than five (5) total members, including the Chair and at least four (4) student members. Appointments shall be made in accordance with the terms of this Constitution and the Student Government Election Code.

5. Election Committee Personnel Restrictions

Section 5. No person who is a member of the Election Committee may be a candidate in any campus-wide election or hold any other office under the authority of this Constitution or the Bylaws while that person serves on the Committee.

6. Election Committee Powers

Section 6. The powers of the Election Committee shall include, but not be limited to:

- (A) To conduct, or delegate authority to conduct, all SGA elections.
- (B) To disqualify any candidate(s) found in violation of the Student Government Election Code by a two-thirds (2/3) vote, subject to appeal to the Dean of Student Affairs.
- (C) To conduct all other duties defined in the Student Government Election Code.

7. Election Dates

Section 7. Executive Board elections will be held during the third week of April, and Student Senate elections will be held during the third week of September.

ARTICLE V: Terms of Office

1. Assumption of Duties

Section 1. All officers under this Constitution shall assume their duties upon validation of their election, appointment, or succession to office and after they are duly installed as defined in the Bylaws.

2. Procedures for Termination

Section 2. The term of office of any officer provided for in this Constitution may be terminated by means of either of the following procedures:

(A) Impeachment

- a. By filing of formal impeachment charges at a regular meeting of the Student Body by twenty percent (20%) of the standing Student Senate;
- b. By a formal hearing at the next regularly scheduled Student Body meeting, to be presided over by the President (or by the Vice President in the case that the President is under impeachment); and
- c. By an affirmative vote for conviction at that Student Body meeting by two-thirds (2/3) of those Senators present and voting by silent ballot. OR (B) Recall
 - a. By submission of a petition to the Election Committee signed by fifteen percent (15%) of the electorate of the office concerned;
 - b. By the Election Committee setting provisions for a recall election within ten (10) class days after the petition is submitted; and
 - c. By a majority of those voting in the recall election expressing their desire to recall the incumbent.

3. Other Reasons for Termination

Section 3. The term of office of any person elected or appointed under this Constitution and Bylaws shall be terminated upon occurrence of any of the following conditions:

- (A) Upon the installation of his/her chosen successor;
- (B) For a member of the Senate whose position has been discontinued, upon the expiration of his/her normal term;
- (C) Upon the acceptance of his/her resignation by a two-thirds (2/3) vote of the Student Senate present and voting;
- (D) Upon his/her incapacity to continue in office, to be determined by a two-thirds (2/3) vote of the Student Senate present and voting;
- (E) For failure to meet any minimum requirements for participation in student organizations.

ARTICLE VI: Operational Funds

1. Origin of Funds

Section 1. Operational funds for the Student Government Association shall come from a per capita assessment of the Student Body. The amount of this per capita assessment shall be in accordance with the official University Student Fee Schedule.

2. Activity of Funds

Section 2. Operational funds for the Student Government Association shall be deposited by the University into a Restricted Fund Account by the Business Office. These funds may not be expended in a fiscal year until the Student Government Budget for that fiscal year has been adopted.

3. Responsibility of Funds

Section 3. The President shall be responsible for all operational funds of the Student Government Association and shall ensure that all expenditures are in accordance with the provision of the Student Government Budget and the Bylaws to this Constitution.

ARTICLE VII: Auxiliary Documents

1. Bylaws and Rules of Order

Section 1. There shall be a set of Bylaws to this Constitution as well as Rules of Order for the Student Senate. Amendments to either of these documents shall require a two-thirds (2/3) vote by the members of the Student Senate present and voting.

2. Election Code

Section 2. The Student Government Election Code shall specify the procedures for holding Student Government elections, as well as the powers and duties of the Election Board. The Election Code may be amended by a two-thirds (2/3) vote of the Student Senate present and voting; however, such amendment will not go into effect until one (1) semester following passage, not including the Summer semester.

ARTICLE VIII: Amendments and Ratification

1. Proposition by Student Senate

Section 1. Amendments to this Constitution may be proposed by any member of the Student Senate. Following a period of at least five (5) class days from the date of proposal, amendments may be approved by a two-thirds (2/3) vote of the Student Senate present and voting. Any amendments must further be ratified by a majority of the students voting in any campus-wide election of the Student Government.

2. Proposition by Student Body

Section 2. The privilege of initiative is hereby secured to the Student Body. If a petition signed by at least ten percent (10%) of the Student Body requesting an election for consideration of a constitutional amendment to be presented to the President, an election for the consideration of such an amendment must be held between ten (10) and fifteen (15) days following the presentation of the petition to the President.

ARTICLE IX: Area of Application

1. The Student Government Association

Section 1. This constitution and Bylaws, official actions, and rules derived therefrom shall be the supreme source of student authority and responsibility of the Student Government Association of Louisiana State University at Eunice. However, nothing herein shall be construed to deny or disparage fundamental rights retained by the students.

2. University Rules and Regulations

Section 2. Nothing in this Constitution shall be deemed to supersede the power and authority of the official rules and regulations of LSUE, the LSU Board of Supervisors, the Louisiana Board of Regents, the laws of the State of Louisiana, and/or the laws of the United States.

LSUE Student Government Bylaws

ARTICLE I: The Code of Ethics

1. Representation

Section 1. The Student Government Association represents the Student Body by representing their constituencies within the University and represent the Student Body as a whole to those outside of the University. Additionally, members represent their constituencies by expressing their interests and concerns within Student Government.

2. Accountability of the Code

Section 2. Members of the Student Government should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while also striving to serve as examples to their fellow members. Members should ensure enforcement and demonstrate commitment to the Code.

3. The Code

Section 3.A. No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government Association member.

Section 3.B. No member 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.

Section 3.C. No member shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government Association. Each member must be able to give a thorough account of all Student Government funds spent by him/her and a thorough inventory of all goods and/or services received.

Section 3.D. Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

4. Reading of the Code

Section 4. The Code of Ethics shall be read once at the first meeting of each Fall and Spring semester.

ARTICLE II: Executive Board Affairs

1. President's Cabinet

Section 1.A. The President's Cabinet shall act in an advisory capacity to the President in all matters affecting LSUE students, and shall include:

- a. The Vice President;
- b. The Secretary;
- c. The Treasurer;
- d. The President of the Residence Hall Association (RHA);

- e. The President of Campus Activities Board (CAB);
- f. A minimum of three (3) other Presidents of registered student organizations, as appointed by the President.

Section 1.B. The Cabinet members shall be invited to attend regularly scheduled SGA General Assembly meetings.

Section 1.C. All appointed members of the President's Cabinet are subject to confirmation by a simple majority vote of the Student Senate present and voting.

2. Notification of Presidential Appointments

Section 2.A. By the first General Assembly meeting of each month, the President shall transmit to the Secretary a written list of all persons appointed by the President during the preceding month and the offices or positions to which they were appointed.

Section 2.B. Appointments subject to Student Senate vote of approval will be added to the upcoming General Assembly meeting agenda for the vote to be held.

Section 2.C. Within 48 hours of the conclusion of the Student Senate vote, the Secretary shall communicate to each appointee in writing of his/her status as approved or denied.

3. Vacancy and Succession of Executive Board Members

Section 3.A. If there is a vacancy in the office of the President, the Vice President shall become President immediately and shall serve out the remainder of the term.

Section 3.B. If there is a vacancy in any other Executive Board position, the President shall appoint a successor to finish out the term, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

4. Executive Board Office Hours

Section 6.A. The President is required to work ten (10) hours per week in the Student Government Association office for the purpose of conducting official SGA business. The President is paid minimum wage for these hours that are expected to begin at the beginning of the Fall semester and end at the conclusion of the Spring semester. Winter break hours are not expected or required.

Section 6.B. The Vice President, Treasurer, and Secretary are expected to serve five (5) hours per week in the Student Government Association office for the purpose of conducting official SGA business. These positions are unpaid student leadership positions.

5. The Semester Plan

Section 5.A. The Executive Board shall meet prior to the first day of classes for the Fall and Spring semesters to develop the Semester Plan for the upcoming semester.

Section 5.B. The Semester Plan shall consist of an outline and schedule of programs, initiatives, elections, projects, and objectives for the upcoming semester.

Section 5.C. The Semester Plan shall be presented at the first or second General Assembly meeting of the semester for which the plan is being implemented. Depending on the length of the first week's meeting agenda, the presentation and discussion of the plan may be presented the second week.

Section 5.D. The Semester Plan should be discussed at each General Assembly meeting of the semester as updates on progress unfold.

6. Removal of Executive Officers

Section 6.A. A member of the Executive Board shall be automatically removed from his/her position when he/she has accumulated a total of three (3) unexcused absences from regularly scheduled General Assembly meetings.

a. An absence resulting from a conflict with scheduled class time shall be considered excused.

b. All other absences need to be recorded as excused or unexcused during roll call at the President's discretion.

c. Meeting minutes will be recorded to reflect excused and unexcused absences. *Section 6.B.* An Executive Board member shall be removed from his/her position should he/she fail to attend an Executive Board Orientation Session unless expressly excused by the President.

Reasons for excusal shall be the same as for regularly scheduled General Assembly meetings.

Section 6.C. Other reasons for removal can be found in Article V, Section 3 of the Constitution.

ARTICLE III: Legislative Branch Affairs

1. Student Senator Duties

Section 1.A. The primary duty of a Student Senator is to represent his/her constituency group.

Section 1.B. Senators must attend General Assembly meetings, meetings of his/her standing committee(s), and special Student Senate meetings called by the President or Vice President

Section 1.C. Senators must attend each Senate Orientation Session, as described in Article III, Section 8 of these Bylaws.

Section 1.D. All members of the Student Senate must obtain a minimum of two (2) student outreach points and attend at least one (1) organization visit per semester.

a. One (1) student outreach point is equal to working at one (1) campus event. An organization visit requires a Senator to attend the meeting of an organization and to inform them of the opportunities and support available through Student Government. b. Each Senator must obtain their first student outreach point by the sixth (3rd) legislative week and their second by the sixth (6th) legislative week.

c. A list of approved student outreach event opportunities and organization meeting days and times will be presented at the first General Assembly meeting of the semester.

d. Proof of attendance/participation must be turned in to the Secretary at or before the next General Assembly meeting following completion.

2. Student Senator Code of Conduct

Section 2.A. All members of the Student Senate should be held to the highest standards of moral conduct both inside and outside of Student Government Association affairs.

Section 2.B. Members of the Student Senate should at all times be attentive during meetings in order to best represent the interests of their constituencies.

Section 2.C. Electronic media devices (e.g. cell phones) may not be used while meetings of the Student Government Association are in progress unless being used in regards to legislation.

Section 2.D. Senators are expected to follow the Senate's Rules of Order when they are in effect.

Section 2.E. Any Senator who is not keeping with the Code of Conduct for Student Senators may

be removed from the meeting by the President at the request of any other Senator, the Advisor, or by his/her own accord.

3. Composition of the Student Senate

Section 3. The Student Senate shall be composed of:

- (A) Two (2) elected students representing Unclassified students, which are students with 60 or more completed credit hours.
- (B) Six (6) elected students representing Sophomore students, which are students with between 30 and 59 completed credit hours.
- (C) Eight (8) elected students representing Freshmen students, which are students with less than 30 completed credit hours.

4. Student Senate Vacancies

Section 4.A. After removal or resignation of a Senator during his/her term, the Advisor and the President should be notified within two (2) class days of the date that the vacancy becomes known by any member of SGA.

Section 4.B. The Advisor and/or the President will advertise the vacancy for a minimum of five (5) days by emailing the Student Body and by posting outside of the SGA office with instructions on how to apply.

Section 4.C. After the minimum five (5) days of posting has passed, the President will review all applicants and submit the applicant he/she chooses to appoint to the Secretary.

Section 4.D. The Secretary will schedule a special session at which each Senator is invited to attend to interview the appointee.

Section 4.E. The Secretary will add the vote of appointment to the agenda for the next regularly scheduled General Assembly meeting.

Section 4.F. At the next regularly scheduled General Assembly meeting, Senators who participated in the special session to interview the appointee will provide feedback from the interview, which will be followed by a vote by all Senators present and voting. The appointee is not to be present at this meeting.

Section 4.G. The Secretary will notify the appointee of his/her status no later than 48 hours following the conclusion of the Senate vote.

5. Removal of Senators

Section 5.A. A member of the Student Senate shall be automatically removed from his/her position when he/she has accumulated a total of three (3) unexcused absences from regularly scheduled General Assembly meetings.

a. An absence resulting from a conflict with scheduled class time shall be considered excused.

b. All other absences need to be recorded as excused or unexcused during roll call at the President's discretion.

c. Meeting minutes will be recorded to reflect excused and unexcused absences. *Section*

5.B. A Senator shall be removed from his/her position should he/she fail to attend a Senator Orientation Session unless expressly excused by the President. Reasons for excusal shall be the same as for regularly scheduled General Assembly meetings.

Section 5.C. If a Senator fails to obtain the required student outreach points per semester and the required student organization visits per semester, he/she shall be removed from his/her position.

Section 5.D. Other reasons for removal can be found in Article V, Section 3 of the Constitution.

6. Student Senate Absences

Section 6. For the purpose of this Article, absences from regular meetings of the General Assembly shall be determined by the following LSU's guidelines for excused absences according to LSU's Policy Statement 22 (PS-22). The President is expected to be familiar with LSU's PS22, and the burden of providing documentation to validate the reason for requesting the absence be excused rests on the Senator.

7. Written Notification of Excessive Absences

Section 7. When a member of the Student Senate has been assessed two (2) unexcused absences, the Secretary shall send written notification to the member to notify him/her that one more unexcused absence will result in removal from office. This notification shall be sent within two (2) class days of the meeting at which the second absence occurred.

8. Senate Orientation Session

Section 8.A. An orientation session for all Senators and Legislative Staff shall be held at the beginning of each semester. All Senators are required to attend.

Section 8.B. It shall be the purpose of this orientation session to instruct Senators on such subjects as Rules of Order, Student Government Governing Documents, legislation, and any other matters deemed necessary.

Section 8.C. This session shall also serve as a team-building session to encourage senators to work with their fellow Senators in serving the students of LSUE.

Section 8.D. A Senator shall be assessed one full absence for failure to attend the orientation session, and the Senator must schedule a one-on-one make-up session with the Advisor within 48 hours of missing the Senate Orientation Session to avoid removal from office.

ARTICLE IV: Installation and Appointment of Vacancies

1. Due Installation and Oath of Office

Section 1.A. Elected members and approved appointees shall be considered installed upon swearing in by the Vice President and/or his/her designee.

Section 1.B. Swearing in of elected Executive Board members shall occur at the Bengal Excellence Awards banquet, held the end of the third week of April.

Section 1.C. Swearing in of elected Senators shall occur at the first General Assembly meeting following the conclusion of the Senator elections in the Fall semester.

Section 1.D. Swearing in of appointed Executive Board members and Senators shall occur at the first regularly scheduled General Assembly meeting following the approved appointment. *Section*

1.E. The form for being sworn in shall be as follows:

“With the left hand of the person being sworn in on the Student Government Constitution and these Bylaws, and with his/her right upraised, he/she shall take the following oath:

I (state your full name) – do solemnly swear – that I will support the Constitution, Bylaws, and all other governing documents – of the Student Government Association of LSUE – and that I will faithfully – impartially discharge and perform – all of the duties required of me – according to the best of my abilities and understanding.”

Section I.F. All elected or appointed members of SGA shall sign a written agreement recognizing that they will uphold their oath, the Code of Ethics, and all other requirements of office. The Secretary will collect and file records of these agreements in the SGA office.

2. President-Elect and Vice President-Elect Access

Section 2. Once the results of the Spring Executive Board elections have been validated, the President-elect and Vice President-Elect shall be allowed to access the Student Government Office and any files therein for the purposes of developing the Student Government Budget and the Semester Plan.

ARTICLE V: Financial Organization

1. Fiscal Year

Section 1. The Student Government Association shall operate on a fiscal year beginning at 12:01 AM on the first day of July of one calendar year and ending at midnight on the last day of June of the following calendar year.

2. Student Government Association Budget

Section 2.A. Funds generated from the Student Government fee and the SGA Co-Sponsorship Fund fee shall be allocated to the Student Government Association Budget.

Section 2.A. The President shall submit a proposed itemized Student Government Budget to the Student Senate to be approved immediately following his/her installation.

Section 2.B. The projected revenues for the Student Government Budget shall be determined by utilizing historical data for revenue generation to be provided by the Business Office upon request and through collaboration with the SGA Advisor.

Section 2.C. The Student Government Budget shall be considered by the Senate as a Student Government Bill, and shall have been adopted for the upcoming fiscal year at or before the beginning of that fiscal year.

Section 2.D. No funds shall be appropriated or expended in a fiscal year unless and until a Student Government Budget for that fiscal year has been adopted.

Section 2.E. During the fiscal year for which a Student Government Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document and may be amended by a two-thirds (2/3) vote of the Student Senate. Such an amendment shall become effective upon final passage of legislation detailing the amendment.

Section 2.F. Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Student Senate shall within fifteen (15) class days amend said budget to remove the deficit.

Section 2.G. The Treasurer will review and amend the Student Government Budget each semester to reflect the fourteenth (14th) class day enrollment numbers. This is to be done in close collaboration with the President and the Advisor.

Section 2.H. No more than four thousand dollars (\$4,000) may be appropriated in the Student Government Budget for total student salaries of the Student Government members during one (1) fiscal year.

3. Student Government Surplus Account

Section 3.A. If there are funds present in the Student Government Account that are not already allocated, then said funds shall be available for use in the Student Government Surplus Account.

Section 3.B. Surplus Account funds may only be used for one-time expenditures of Student Government.

Section 3.C. All remaining funds in the Student Government Operating Accounts are transferred to the Student Government Surplus Account at the end of the fiscal year.

4. Treasurer Role and Duties

Section 4.A. The Treasurer shall be vested with the authority and responsibility to keep and responsible for the accuracy of the financial records of the Student Government.

Section 4.B. The Treasurer shall provide reports as follows:

- a. A written update of all finances of the LSUE Student Government at each General Assembly meeting.
- b. A final written financial account by the last regular General Assembly meeting of each academic semester should be submitted to the President and to the Advisor.

5. Student Government Sponsorship Public Notice

Section 5.A. When a project or activity is funded by Student Government, proper public notice, when appropriate, shall be given indicating Student Government's sponsorship.

Section 5.B. For the purpose of this Section, proper public notice shall include, but not be limited to inclusion of the name of Student Government Association and/or the SGA logo, in publicity for the funded project or activity.

Section 5.C. If the proper public notice is not given, the organization or group which was to have receive the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated.

Section 5.D. The awarding of funding by Student Government does not explicitly reflect the views and opinions of Student Government as an organization.

9. Student Government Budget Operating Accounts

Section 8.A. All funds allocated to these accounts can be used at the sole discrepancy of this office and can be used on any matter that adheres to the guidelines of the University regulations and the Code of Ethics. Any remaining funds at the end of the fiscal year from these operating accounts shall be transferred to the Student Government Surplus Account.

Section 8.B. President Contingency Account - This account is under the control of the President as enumerated in the budget bill and does not need Senate approval.

Section 8.C. Legislative General Contingency - This account is under control of the Student Senate and signature of the President. Requests for use of these funds must be submitted to the Senate.

Section 8.D. Co-Sponsorship Fund Account - This account is under control of the Student Senate and signature of the President. Requests for use of these funds must be submitted to the Senate.

ARTICLE VI: Public Records, Management, and Meetings

1. Student Government Records

Section 1.A. All records of the Student Government Association are hereby declared to be public records.

Section 1.B. All written documentation must be made available to the public within ten (10) class days of their creation/finalization. Written documentation includes, but is not limited to:

- a. Meeting minutes
- b. Voting records
- c. Legislation
- d. Financial records

2. Public Records

Section 2. The Student Government Association and its entities or any entity, club, student organization, or department that received any amount of money from Student Government Association and its entities or receives money through a student fee referenda sponsored or provided for under the LSUE Student Government Constitution and Bylaws shall maintain open documentation and abide by Title 44 of the Louisiana Revised Statutes in all matters pertaining to Public Records. Failure to abide by Title 44 will result in nullification of allocated moneys.

3. Public Meetings

Section 3. The Student Government Association and its entities or any entity, club, student organization, or department that received any amount of money from the Student Government Association and its entities or receives money through a student fee referenda sponsored or provided for under the LSUE Student Government Constitution and Bylaws shall abide by Title 42 of the Louisiana Revised Statutes in all matters pertaining to Public Meetings insofar as all meetings relating to that which is being funded or the funds themselves are considered. Failure to abide by Title 42 will result in the nullification of allocated moneys.

4. Student Government General Assembly Meetings

Section 4.A. General Assembly meetings shall be held at minimum every two weeks at dates and times that are established by the Advisor and the President.

Section 4.B. General Assembly meetings are open to faculty, staff, and all students, including the President's Cabinet, the Executive Board, the Student Senate, and non-members of SGA.

Section 4.C. General Assembly meetings shall be pre-scheduled and published to the main LSUE Events Calendar prior to the beginning of the Fall and Spring semesters.

ARTICLE VII: Composition of Student Government Committees

1. Committee Formation and Appointments

Section 1.A. All committees are to be formed and appointed by the President prior to the start of the semester as part of the Semester Plan.

Section 1.B. The committee appointments are subject to a two-thirds (2/3) vote of the Student Senate present and voting at the General Assembly meeting following the appointments. *Section 1.C.* Each committee must be chaired by an elected member of the Executive Board or the Student Senate.

Section 1.D. Committee membership is **not** limited to only Senators and Executive Board members. Any LSUE student can be appointed to serve on a committee.

2. Marketing and Public Relations Committee

Section 2. This committee shall facilitate getting publicity and advertisements for upcoming SGA-sponsored events out to the community. Social media and other methods may be used, and the Chair of this committee should work closely with the Director for Public Relations to ensure proper branding standards are upheld on printed materials.

3. Elections Committee

Section 3. The Elections Committee shall coordinate plans to hold executive, senate, and other elections as needed.

4. Noel de Bengal/Bengal Bash Committee

Section 4. The Noel de Bengal/Bengal Bash Committee shall coordinate planning for the Christmas holiday celebration in the Fall and an outdoor interactive activity during the last week of exams in the Spring.

5. Miss LSUE Pageant Committee

Section 5. This committee shall coordinate all activities and plans concerning the coordination and planning of the Miss LSUE Pageant. This committee shall consult closely with the LSUE Foundation for assistance in purchasing pageant materials that cannot be purchased with SGA funds (e.g. crown, flowers, etc.) and to seek assistance with securing a Master of Ceremonies, judges, pageant consultants, and other logistics.

Rules of Order

ARTICLE I: Rule Technicalities

1. Adoption, Amendments, and Repeal

Section 1. A standing rule of SGA meetings shall be added, amended, or repealed only by a favorable vote of two-thirds (2/3) of voting membership present and voting at a regularly scheduled meeting.

2. Suspension of Rules

Section 2. No rule of the Senate or General Assembly shall be suspended except by a favorable vote of at least two-thirds (2/3) of the members.

3. Robert's Rules of Order Newly Revised

Section 3. On any question of procedure, when these rules are silent or inexplicit

4. Interpretation

Section 4. President shall interpret and enforce these Rules to the best of his/her ability, consulting with the Advisor as deemed necessary.

ARTICLE II: Officer Duties

1. President Duties

Section 1.A. To open the meetings promptly at 12:00 PM on Wednesdays at regularly scheduled meetings of the General Assembly;

Section 1.B. To cause the General Assembly to proceed with its business in the proper order under the Rules and to proceed upon each order of business;

Section 1.C. To preserve order and decorum of the Senate;

Section 1.D. To decide all points of order;

Section 1.E. To explain or clarify any rule of procedure upon request;

Section 1.F. To state each motion as it is made;

Section 1.G. To recognize members who seek the floor for the purpose of speaking in debate or otherwise;

Section 1.H. To state and put to vote all questions requiring a vote, and all questions upon which a vote is ordered, and to announce the vote;

Section 1.I. To sign all documents which require his/her signature;

Section 1.J. To appoint replacements to the Executive Board or Legislative Branch, pending 2/3 approval by the Senate;

Section 1.K. To be ultimately responsible for the processing of approved legislation, and to see that the legislation reaches the Executive Office within two (2) days of passage; and *Section*

1.L. To chair all meetings until the election of a new President.

2. Vice President Duties

- Section 2.A.* At the discretion of the President, to assist the President in his/her duties;
- Section 2.B.* In the absence of the President, to assume his/her duties as chair;
- Section 2.C.* To be responsible for maintaining a copy of the SGA Governing Documents at each meeting to reference when called upon;
- Section 2.D.* To prepare and distribute a comprehensive and current list of all persons elected and appointed to serve in SGA;
- Section 2.E.* To work with the Secretary to ensure minutes, attendance, and other reports are accurately kept, filed, and submitted as needed;
- Section 2.F.* At the beginning of each week, to inform all officers of the dates, times, and places that the General Assembly and each standing committee shall meet, and to provide an electronic copy of each legislative instrument to be heard;
- Section 2.G.* To swear in all newly elected and appointed members of SGA (script in Article IV, Section 1E of the SGA Bylaws); and
- Section 2.G.* To plan and execute a Senator Orientation Session at the beginning of each semester for members of the Senate, with help from the President, Advisor, and others as needed.

3. Secretary Duties

- Section 3.A.* To be responsible for keeping all papers and records of the General Assembly and to maintain the minutes of the proceedings and actions and be responsible for their accuracy;
- Section 3.B.* To announce the receipt of each veto message as received from the President and to read the same upon the appropriate order of business;
- Section 3.C.* To make accessible to each person in attendance at the General Assembly a copy of the order of business/meeting agenda;
- Section 3.D.* To report each legislative instrument as it is considered;
- Section 3.E.* To record attendance at each General Assembly meeting;
- Section 3.F.* To announce if quorum is achieved and to calculate and announce what the minimum number of votes would be necessary for a $\frac{1}{2}$, $\frac{2}{3}$, and/or $\frac{3}{4}$ vote to be passed;
- Section 3.G.* To receive and process all legislation in a timely manner;
- Section 3.H.* To engross all legislation with the action taken and the date of such action taken thereon;
- Section 3.I.* To perform proofing of all legislation and to provide correctly formatted copies of all legislation to SGA members and prior to General Assembly meetings;
- Section 3.J.* To maintain files on all legislation, including information and data relating to the legislation;
- Section 3.K.* To maintain a legislative journal that contains all minutes and attendance records for all meetings; and
- Section 3.L.* To maintain a final legislation binder that contains all signed and vetoed copies of legislation in sequential order by date received and/or processed.

4. Treasurer Duties

- Section 4.A.* To prepare and present a written update of all finances of the LSUE Student Government at each General Assembly meeting., including current balances for the SGA operating budget and the PSIF budget;
- Section 4.B.* To prepare and present a semester spending summary report by the last regular General Assembly meeting of each academic semester; and

Section 4.C. To ensure that PSIF Bylaws and procedures are followed at all meetings where applications for PSIF funding are reviewed and voted upon by the PSIF committee.

ARTICLE 3: Legislation

1. Legislative Instruments

Section 1.A. BILL: A binding statement of SGA that calls for specific actions to be taken, to include but not be limited to:

- a. Approval of or amendments to the SGA operating and/or PSIF budget;
- b. Amendments to the Bylaws, Rules of Order, Election Code, or PSIF Bylaws;
- c. Impeachment.

Section 1.B. FINANCE BILL: A binding statement of SGA that calls for the specific action of allocating moneys of SGA to a specific project, initiative, event, or other purpose.

Section 1.C. RESOLUTION: A non-binding statement of the opinion of SGA, to include but not be limited to:

- a. Recommending action or representing opinion on behalf of the Student Body to the University Administration and/or State Legislature;
- b. Commending individuals or groups for outstanding service or accomplishments;
- c. Censure of individuals within Student Government.

Section 1.D. EXECUTIVE ORDER: A binding statement that allows the President to execute actions pursuant to his/her executive duties, to include, but not be limited to: a. Executive Board Affairs;

- b. The establishment of committees;
- c. Allocation of funds as deemed necessary by the Constitution and Bylaws;
- d. Confirmation of Presidential Appointments to non-SGA committees.

2. Profiling of Legislation

Section 2. If a piece of legislation is to be presented at a meeting during New Business, the preamble of the legislation shall have been delivered to the President, Vice President, Treasurer, or Secretary at sga@lsue.edu electronically no later than six (6) class days before the meeting.

3. Numbering of Legislation

Section 3. The Secretary shall number each piece of legislation as it is filed in accordance with Section 2 above.

4. Consideration and Final Action

Section 4. The procedure for consideration of properly pre-filed legislation shall be as follows: (A) **FIRST READING:** The purpose of the first reading is to introduce the legislation to the General Assembly.

a. The author shall read the legislation as it is introduced in New Business, and questions about it can be raised and answered by the author. There shall be no debate and the President shall refer the legislation to all appropriate committees.

b. A resolution that offers either a condolence or congratulatory message shall be introduced in Unfinished Business and debated and voted upon following questions for the author. (B) **COMMITTEE:** The committee(s) to which the legislation has been referred shall be presented the legislation by the author.

- a. The committees shall discuss the legislation and make suggestions on its form and content, then a vote is cast for favorably, unfavorably, or without recommendation.
 - b. A Finance Bill must be accompanied by a Finance Bill Information Form provided by the author and signed by the Treasurer.
- (C) **SECOND READING:** If the committee(s) to which the legislation was referred reports the legislation favorably or without recommendation, upon introduction of legislation in Unfinished Business, the author is required to give a reading of the legislation.
- (D) **DEBATE:**
- a. After the second reading the author of the legislation shall open General Debate with Opening Remarks about the legislation. The Author may then yield the floor to others if needed and answer any questions. Author's opening comments shall be limited to five (5) minutes. Questioning shall be limited to ten (10) minutes.
 - b. During the General Debate, the legislation is open for debate and changes may be made.
 - c. With Bills regarding money appropriations, if the amount requested is increased by amendment of the bill, the bill shall be returned to committee by the President for reconsideration.
 - d. The ranking member of the committee to which the legislation was referred who voted in favor of the legislation shall explain why he/she and the majority of the committee recommended passage.
 - e. The ranking member of the committee to which the legislation was referred who voted against passage shall explain why the minority of the committee took the action taken.
 - f. Any other Senator or Executive Board member who wishes to debate the pending legislation may seek the floor for debate and may yield to questioning from the General Assembly at completion of his/her remarks. A fixed time of five (5) minutes will be allowed for each person's recognized turn for debate. A fixed time of five (5) minutes will be allowed for questioning for each person recognized
 - g. When all debate is finished the author of the legislation shall be given the floor for Closing Remarks, even when debate has been ended by Calling the Question, in which time the author may yield the floor but no questions may be asked. A fixed time of five (5) minutes will be allowed for the author's closing remarks. When closing remarks are finished, the General Debate is finished.
 - h. After Closing Remarks are finished, a vote is taken on the legislation. All voting members may vote.
- (E) **FINAL ACTION:** If the legislation is approved by the Senate, the approval is certified by the President and the legislation is forwarded to the Advisor within forty-eight (48) hours after passage.

5. Withdrawal

Section 5. Legislation being considered by the Senate may be withdrawn by the author at any time before the final vote.

6. Retyped to Include All Amendments

Section 6. All legislation passed shall be typed by the Secretary to include all amendments adopted.

7. Rights of the Author

Section 7.A. The Author of a piece of legislation shall be defined as the person whose name appears on a piece of legislation. There may be co-authors on any piece of legislation, but the primary author should be identified clearly as such.

Section 7.B. The author shall have the following privileges exclusively:

- a. To assign another Senator or Executive Board member to handle a piece of legislation on his/her behalf in his/her absence.
- b. In the consideration of a veto, the author of the vetoed legislation shall have the first response to the president's veto explanation, and shall be the last person to speak prior to the President's closing comments, regardless if previous question is called.
- c. In the case of a hostile amendment, the author shall be the first to speak in opposition of the amendment, and shall be the last person to speak in opposition to the amendment prior to the author of the amendment's closing comments, regardless if previous question is called.

8. Reconsideration

Section 8.A. Upon final consideration of any bill or resolution, should the instrument fail to be adopted, the author may make a motion to bring the instrument up for reconsideration. The motion shall be debated and voted upon at the beginning of Unfinished Business in the following General Assembly meeting.

Section 8.B. Upon passage of said motion by a simple majority vote, the legislative instrument in question shall be placed into Unfinished Business for the following meeting.

Section 8.C. No legislative instrument shall be reconsidered if it has been reconsidered once.

9. Consideration of Executive Orders

Section 9.A. Executive Orders shall be read by the President or his/her designee upon the appropriate order of business, and questions shall be asked and answered by the President.

Section 9.B. The General Assembly shall debate and then voting members will vote, which requires a simple majority approval.

Section 9.C. Executive Orders may not be amended without the consent of the President.

10. Designated Authors of Legislation

Section 10.A. Only Senators and Executive Board members shall may physically write any Bills or Resolutions.

Section 10..B. Only the President shall physically write Executive Orders.

ARTICLE 4: Order of Business

1. Order of Business

Section 1. The Order of Business of the General Assembly shall be at the discretion of the President or as follows:

- (A) Call to Order
- (B) Moment of Silence (optional, if there is reason for inclusion in the Order of Business) (C) Pledge of Allegiance
- (D) Induction of New Officers
- (E) Roll Call and Confirmation of Quorum

- (F) Public Input from Non-Officers
- (G) Reading, Correction, and Adoption of the Minutes
- (H) Semester Plan Report from President
- (I) Budget Report from Treasurer (J) New Business
 - a. Bills
 - b. Resolutions
 - c. PSIF Funding Applications
 - d. Executive Orders
- (K) Committee Reports
 - a. Standing Committees
 - b. Other Committees
- (L) Senator Reports
- (M) Executive Officer Reports
- (N) Unfinished Business
 - a. Consideration of Veto
 - b. Reconsideration
 - c. Finance Bills
 - d. All other Bills and Resolutions
 - e. Executive Orders
- (O) Advisor Report
- (P) Petitions, Memorials, and Other Communications
- (Q) Adjournment

2. Order of Consideration

Section 2. All legislation shall be considered in date order by date received.

3. Consideration of Vetoed Legislation

Section 3. Vetoed legislation shall be considered as the first order of business during Unfinished Business the following meeting.

4. Effect of Adjournment

Section 4. If there is an item of legislation being considered for passage, and the General Assembly adjourns, the legislation shall be placed in the category of Unfinished Business at the next meeting and consideration shall be completed at that meeting before any other instrument may be considered.

5. Time Limit on Public Input

Section 5. Any person participating in public input shall be allotted a maximum of three (3) minutes at each meeting.

6. Time Limit for Executive Board and Senator Reports

Section 6. Any member of the Executive or Legislative Branches shall be allowed time to report on the status of their respective branch and office within recognition and introduction by the President. A fixed time of three (3) minutes will be allowed for each speaker in Executive and Legislative Officer Reports.

ARTICLE 5: Amendments

1. Amendments in Order

Section 1. Only one (1) proposed amendment to a legislative instrument shall be in order for consideration at any one (1) time.

2. Friendly Amendments

Section 2. There may be a procedure, referred to as a friendly amendment, whereby a proposed amendment to a proposed amendment, or a proposed amendment to a legislative instrument, may be accepted by the author of the said legislative instrument, without the necessity of a vote of the Senate.

3. Debate on Amendments

Section 3. Debate on amendments, not accepted by the author of the legislation as friendly and deemed hostile, is allowed. The author of the amendment will be given the first opportunity to speak on the amendment. Time limits for speeches debating the amendment are hereby set at two (2) minutes each.

ARTICLE 6: Committee Reports

1. Report Format and Content

Section 1. Each recognized committee (both standing and other) shall submit a written report to the Secretary as soon as possible after each committee meeting. The report must list the following:

- a. The name of the committee;
- b. The date, time, and place of the committee meeting;
- c. Names of committee members present, absent, and proxies;
- d. An update on the committee's progress in meeting its strategic plan;
- e. A summary of discussion points at the last General Assembly (if applicable);
- f. An updated budget report (if there has been a budget approved and allotted).

2. Report Presentation

Section 2. The committee chair shall present the report at the meeting only if the report was successfully submitted and received prior to the meeting as described in Section 1 above.

ARTICLE 7: Quorum and Decorum

1. Quorum

Section 1. A quorum is defined as a simple majority of the voting membership of the General Assembly, not including vacant seats.

Section 2. The presence of a quorum is required for business to be conducted; however, a number smaller than quorum may move, vote to adjourn, and/or recess.

2. Quorum Call

Section 2.A. A quorum call shall be announced following roll call at each meeting. *Section 2.B.* A quorum call may be requested by any voting member at any time during a meeting, at which time the Secretary will call roll and announce if quorum has been reached.

3. Decorous Language and Behavior

Section 3. Every member present at meetings shall confine his/herself to decorous language at all times while meetings are in progress. Language and behavior must be proper, in good taste, polite, and professional at all times and free from profanity, disrespect, and vulgarity.

4. Clearing the Room

Section 4. In case of disturbance or disorderly conduct, and after sufficient warning, the presiding officer and/or Advisor may, or upon a motion and a simple majority vote of voting members, shall clear the entire chamber, or any part thereof, of any and all persons causing or creating the disturbance.

5. Primary Possession of the Floor

Section 5. Only one person at a time may be recognized to speak, which is referred to as having the Floor. The President may call “Order” and clarify/establish which person has the floor at any given time.

6. Right to Yield

Section 6. Only the person who has the primary possession of the floor may yield to any person in the room.

ARTICLE 8: Motions

1. Motions with Effect of Legislation

Section 1. No motion that, if adopted, will have the effect of legislation shall be in order at any time.

2. Motion Second Requirement and Withdrawal

Section 2.A. When a motion is made, and after the presiding officer has recognized it, it must be seconded before it shall be deemed in possession of the General Assembly.

Section 2.B. A motion may be withdrawn by the member who made it at any time before the previous question, or the previous question on the entire subject matter, is moved.

3. Motion to Adjourn

Section 3.A. A motion to adjourn shall always be in order, except when the main question has been ordered.

Section 3.B. The motion to adjourn shall be decided without debate.

Section 3.C. In putting the question on the motion to adjourn, the presiding officer shall inform the Senate of remaining business by indicating the position in the Order of Business. *Section*

3.D. The motion to adjourn shall always be voted on.

ARTICLE 9: Voting

1. Required Voting and Vote Records

Section 1. Votes must be taken and recorded on the final passage of all legislative instruments, convening and adjourning roll call, quorum calls, and amendments or motions to which there is objection by any Senator.

2. Prohibition of Voting by Non-Members

Section 2. No person who is not a member with the right to vote shall cast a vote on any matter brought before the General Assembly. Only elected Senators and Executive Board members may vote.

3. President's Vote

Section 3. The President shall not be allowed to vote except in the case of a tie.

4. Putting the Question

Section 4.A. When the time comes for disposal of a question before the Senate, the President or presiding officer shall announce the question.

Section 4.B. The President or presiding officer shall put the question in the following manner: "All those in favor of {QUESTION} will vote aye; those opposed will vote nay, and those abstaining will do so."

Section 4.C. After voting members have voted, the President or presiding officer will record and announce the vote.

5. Change of Vote

Section 5. No member may change his or her vote once the vote has been announced by the President or presiding officer.

6. Abstentions

Section 6.A. A voting member may abstain from voting on any motion or Legislative Instrument on which a vote has been ordered.

Section 6.B. For the purposes of determining the number of votes required for said question to pass, abstentions shall be treated as if such member did not vote on said instrument, and abstentions shall not be counted in determining the total number of votes on the question but shall be counted in determining if quorum is present.

ARTICLE 10: Impeachment Hearing

1. Required Authors, Introduction, and Classification of Impeachment Bill

Section 1.A. No Bill of Impeachment shall be accepted without at least a total of one (1) author and four (4) co-authors.

Section 1.B. When a Bill of Impeachment is introduced, it shall be numbered and deemed to have been classified as New Business for the next regularly scheduled meeting.

2. Impeachment Hearing

Section 2. At the next regularly scheduled meeting after a Bill of Impeachment is introduced, upon presentation of the bill during Unfinished Business, the General Assembly shall be deemed to be in an Impeachment Hearing.

3. Presiding Officer

Section 3.A. Except when the President is being tried, he/she shall preside over the Impeachment Hearing.

Section 3.B. When the President is being tried, the Vice President shall preside over the Impeachment Hearing.

4. Order of Procedures

Section 4.A. The presiding officer shall take the chair and call the Impeachment Hearing to order.

Section 4.B. The Author of the Impeachment Bill may present his/her opening statement.

Section 4.C. The accused officer may present his/her opening statement.

Section 4.D. The author of the Bill shall have an opportunity to present his/her evidence, and then take questions from the General Assembly.

Section 4.E. The accused shall have an opportunity to present his/her evidence, and then take questions.

Section 4.F. The Author of the Bill may present his/her closing statements.

Section 4.G. The General Assembly shall then move directly into a vote on the Bill of Impeachment. A yes vote is to convict, and a no vote is to acquit.

Section 4.H. The presiding officer shall announce the results of the vote.

Section 4.I. If convicted, the presiding officer shall declare the accused removed from office.

Section 4.J. If acquitted, the presiding officer shall declare the defendant exonerated.

Section 4.K. The General Assembly shall return to the next item of Unfinished Business.

5. Vote on Bill of Impeachment

Section 5. The vote on the Bill of Impeachment shall be by silent ballot.

6. Right of Accused to be Held Inviolable

Section 6. All rights of the accused under the Constitution of the United States of America, the Constitution of the State of Louisiana, the Constitution of the SGA, the Bill of Student Rights, the Code of Student Conduct, are to be held inviolate.