# Student Government Association Ex-Officio Bylaws

## Article I. Application Process

A. Any registered student organization may apply and petition the Assembly for Ex-Officio status if said organization’s constitution and purpose reflect the desire to represent a specific group or groups of students.

B. Priority for Ex-Officio status will be afforded to those organizations or special representatives designated by federal Affirmative Action Information Classifications such as race, ethnicity, gender, sexual orientation, disability, or veteran classifications. Consideration will be given to other populations that represent specific student groups that are not reflected in the Affirmative Action guidelines. However, these groups must show a clearly defined student need for additional representation by a petition.

i. An application for Ex-Officio status will be provided by the Student Government Association to any Registered Student Organization seeking such status. Said organization must also receive signatures from every member of their organization and no less than one hundred (100) signatures from the student body to approve ex-officio status.

ii. After the organization formally applies and petitions the Assembly, the Assembly will consider the application over a period of no longer than three assembly meetings from the date of application, excluding summer months.

iii. In the case of a declined application, the assembly will provide rationale for their decision to the rejected student organization.

iv. An application approved by the assembly will result in ex-officio status and entitlement to all privileges pertaining thereto.

## Article II. Elections

A. Each ex-officio organization must elect or designate one delegate at the beginning of each academic year to represent the organization at SGA General Assembly Meetings and all other mandatory functions as determined by the Association.

B. After being preliminarily confirmed by the Membership and Outreach Committee, the candidate will have a hearing in front of the assembly. With the advice and confirmation of the Assembly by a two-thirds (2/3) majority vote, that candidate will become an Ex-Officio Member

## Article III. Attendance and Participation Requirements for Ex-Officio Delegates

A. If an Ex-Officio delegate accumulates two (2) absences during one full Student Government

Association term, he/she is automatically removed from his/her position following the second unexcused absence, regardless of the reason. The Secretary of the Assembly will notify the delegate, Ex-Officio organization’s president, and advisor by phone or email within forty-eight (48) hours of removal. The ex-officio organization must appoint a new delegate before the next Student Government Association meeting.

B. If an Ex-Officio delegate is unable to attend an Assembly meeting, they shall find a replacement from within the ex-officio organization. Failure to do so will result in one (1) unexcused absence. Failure to attend an SGA Caucus meeting will result in one half (1/2) absence.

C. If the combined absences of the delegates total to three (3), revocation proceedings will be initiated for the ex-officio organization.

D. Emergency sessions of the Student Government Association will be open to ex-officio members of the Association, but the attendance of these members may not be required.

E. Diversity Advocacy Ex-Officios will be required to maintain two (2) weekly office hours. If the Ex-Officio fails to hold two (2) weekly office hours, impeachment and revocation proceedings will be initiated.

F. Diversity Advocacy Ex-Officios will be required to uphold the required constituent contact hours per month as deemed by the Vice President of the Assembly. These hours will be in addition to, rather than instead of, their office hours for a given week. If the Ex-Officio fails to complete the required constituent contact hours per month, impeachment and revocation proceedings will be initiated.

## Article IV: Caucus Meetings

A caucus session may be held prior to the start of each Assembly Meeting. The Caucus will include legislative, executive, and ex-officio members of the Association, and shall be used to educate the Student Government Association on current issues, programs, and services, as well as to discuss emerging issues of interest to the Student Body and/or to be used as a means for facilitating open communication between the members of the Association. The President of the Assembly, in consultation with the Executive Committee, shall set the agenda for each caucus.

## Article V: Standing External Committee on Diversity

Each Diversity Advocacy Ex-Officio organization (ALAS, APAC, BSU and Pride) shall serve on the SGA Standing External Committee on Diversity.

## Article VI. Benefits and Privileges Provided

A. Ex-Officio organizations shall receive the following benefits based on availability per SGA:

i. Office space, including phone line.

ii. Access to the Student Government Association’s computing resources.

iii. Access to Ex-Officio co-sponsorship resources.

B. Powers of Ex-Officio Members:

i. Speaking Privileges.

ii. Voting Privileges on all Appointments, Amendments, Resolutions, and Bills.

iii. Internal Committee Membership.

iv. Internal Committee Voting Privileges.

v. Ex-Officios will have a required two (2) weekly office hours

## Article VII. Revocation Process

A. Any ex-officio organization may recall their delegate from within. A new delegate must be appointed before the next Student Government Association General Assembly Meeting.

B. The impeachment process for ex-officio members is as follows:

i. Any ex-officio representative may be removed from office by impeachment. The procedure for removal through impeachment is as follows:

a. A motion to impeach an individual for negligence or irresponsibility must be adopted by a simple majority of the voting assembly.

b. If a motion to impeach is adopted by a majority, then the Student Body President or the President of the Assembly shall convene a special hearing for all SGA members. At this hearing, the case against the impeached ex-officio member shall be presented to the Assembly. The impeached individual shall have the opportunity to present defense against the charges. The ex-officio organization is required to provide an observer from within.

c. At the Assembly Meeting succeeding the hearing, the accusing party must move to convict the impeached member. The impeached member shall have the opportunity to address the Assembly before a vote is taken. The impeached member may be convicted by a two-thirds (2/3) vote of the voting assembly.

d. No individual may be impeached more than once on the same charge.

e. No motion to impeach shall be in order if the motion names more than one SGA member.

f. No individual who has been impeached may hold a position as an Ex-Officio

ii. If an Ex-Officio representative is impeached and convicted, the delegate will be suspended from ex-officio status and the ex-officio status of the organization shall be suspended until the organization designates a new ex-officio representative.

iii. Ex-Officio Organizations shall be able to recommend and/or submit legislation to the Assembly.

C. Revocation of Ex-officio Status

i. The Assembly may revoke the Ex-Officio status of an Ex-Officio organization for failure to satisfy attendance requirements, failure to complete the required office hours, failure to complete the required constituent contact hours, negligence in representing a respective constituency, deficiency in support of the activities and operations of the SGA, or default on other responsibilities determined by the Assembly. The procedure for revocation of Ex-Officio status is as follows:

a. A motion to consider the revocation of the Ex-Officio status of an Ex-Officio organization for good cause must be adopted by the majority of the total membership of the Assembly.

b. If a motion to consider the revocation is adopted by a majority, then the Student Body President and the President of the Assembly shall jointly convene a hearing for all SGA members. At this hearing, the case for revocation shall be presented. The ex-officio organization in question shall have the opportunity to present a defense against these charges.

c. At the Assembly Meeting subsequent to the hearing, the party must move for the formal revocation of the ex-officio status of the ex-officio organization. The Ex-Officio organization in question shall have the opportunity to address the Assembly. The Ex-officio status of the organization in question may be revoked by a two-thirds (2/3) vote of the Assembly.

d. No consideration for the revocation of the Ex-Officio status of an Ex-Officio organization may be entertained more than once for the same charge in a single term.

ii. If the Ex-officio status of an Ex-officio organization is revoked by the Assembly, the organization shall immediately forfeit all of the rights and privileges of an ex-officio organization. The organization may not reapply ex-officio status until the next Student Government Administration takes office.

## Amendment and Ratification History

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