

University of New Orleans Student  
Government Association Code of Laws

Enacted on: Thursday  
September 12, 2019

## Amended History

B.S08B040 on April 8, 2008

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Complete reform based on a new SGA Constitution was passed on September 12, 2019.

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## **100. Code 100: The Establishment Code**

### 100.1. The Code of Laws Defined

100.1.1. The SGA Code of Laws will serve as the second governing document to the University of New Orleans Student Government Association.

100.1.2. No rules set forth in this code shall contradict the SGA Constitution. If it does, the constitution will be followed.

### 100.2. Implementation and Amendment

100.2.1. The Code of Laws shall take effect immediately upon passing the SGA Senate by a vote of two thirds seated senators and receiving the SGA president's signature.

## **Code 200: The Transparency Code**

200.3. The state of Louisiana defines all student governments at all public universities to be government entities, and as such, are required to maintain a level of transparency with the general public.

200.4. The Student Government Association will publish all meeting minutes, budget information, and documents relating to SGA including but not limited to all committee documents on the SGA Website

200.5. Each branch will be responsible for publishing all relevant documents online to the official UNO Student Government Association website via the SGA Advisor.

200.6. All SGA Senate Meetings and SAC General Meetings in person and electronic are open to the public. For electronic meetings, the relevant head will make any and all arrangements necessary to ensure that meetings are opened to concerned parties. Electronic meetings minutes will be published.

101.4.1 SGA committee meetings are considered executive sessions, and therefore are not required to be open to the public.

## **300. Code 300: The Executive Code**

### 300.1. Office of the Student Government Association President

300.1.1. The Executive Branch Charter set forth by the SGA President shall be issued to all Vice Presidents, all executive appointments, and office staff.

### 300.2. Office of the Student Government Association Vice President

300.2.1. The SGA Vice President must keep and make available a permanent financial record of all transactions within forty-eight (48) hours of expenditure. This report must also be sent to the finance committee.

### 300.3. Office of the Student Government Association Vice President of Legislative Affairs

300.3.1. The SGA Vice President of Legislative Affairs shall ensure that all legislative instruments that require the signature of the SGA President are passed on within twenty- four (24) hours of the SGA Meeting in which the legislative instrument was passed.

300.3.2. The SGA Vice President of Legislative Affairs must place all legislative instruments presented to the SGA Senate on the SGA Senate agenda.

300.3.3. The SGA Vice President of Legislative Affairs must email said agenda to the senate, executive officers, and advisors at least twenty-four (24) hours prior to the meeting.

300.4. Office of Student Government Association Vice President of Programming

300.4.1. *Reserved*

#### **400. Code 400: The Legislative Code**

400.1. Suspension of Senate Rules and Procedures

400.1.1. The Senate shall have the right to suspend any and/or all of its Rules and Procedures upon a formal motion, second, and simple majority vote of those Senators present and voting.

400.1.1.1. Rules regarding a fixed number of votes or quorum may not be suspended for any reason.

400.1.2. When suspending Rules and Procedures the reason must be clearly stated. After the occurrence of the stated reason the senate will go back under the Rules and Procedures.

#### **500. Code 500: The Judicial Code**

500.1. *Reserved*

#### **600. Code 600: The Financial Code**

600.1. Appropriation Guidelines

600.1.1. The Student Activities Council shall receive 25% of the Student Government's total budget.

600.1.2. The maximum amount that the senate can appropriate from the "Senate Operating Account" shall be a fixed percentage per semester.

600.1.3. The percentage shall be allocated as follows:

600.1.3.1. Fall Semester: No more than fifty (50) percent of the budgeted amount for the fiscal year.

600.1.3.2. Spring Semester: Up to fifty (50) percent of the budgeted amount for the fiscal year plus any unused funds from the fall semester's percentage allocation.

600.1.3.3. If the senate chooses to meet in the summer semester, the percentage allocation shall be no more than five (5) percent of the fall allocation.

600.2. Student Government Association Account Authorizations

- 600.2.1. The following Student Government Accounts shall have funds appropriated and used with the following authorities:
- 600.2.1.1. Student Government Executive: This account shall be controlled by the SGA President. The SGA President shall give a written report to the SGA Vice President each time funds are used from this account.
  - 600.2.1.2. Leadership Cabinet: This account shall be controlled by the chair of the Leadership Cabinet.
  - 600.2.1.3. Recreation and Intramural Sports: This account shall be controlled by the director of RIS.
  - 600.2.1.4. Student Activities Council Account: This account shall be controlled by the President of SAC along with any additional approvals which SAC may additionally require.
  - 600.2.1.5. Student Travel Fund: This account shall be controlled by the code 500.2 exclusively. Ensuring compliance with these funding guidelines will be the responsibility of the Vice President. Spending authorization may not originate in the form of a bill.
- 600.2.2. This account is to be used for the purpose of defraying costs incurred by students for academic travel. For the purpose of this account academic travel is defined as:
- 600.2.2.1. Any travel that will enhance a students' educational experience and fosters co-curricular learning outside of the University of New Orleans.
- 600.2.3. Students must meet the following guidelines to receive funding from this account.
- 600.2.3.1. Cumulative GPA of at least 2.5.
  - 600.2.3.2. Enrolled in at least 6 hours in the current semester applying for travel.
  - 600.2.3.3. Students traveling to academic conferences or with support of their department must obtain signatures from their college dean and department chair.
  - 600.2.3.4. Students traveling for their Recognized Student Organization must obtain signatures from the Director of Student Involvement and Leadership and their organizations advisor.
  - 600.2.3.5. International travel requires the signature of the UNOSGA President.
  - 600.2.3.6. Students must also follow all State of Louisiana Travel Guidelines.
- 600.2.4. Travel Cost
- 600.2.4.1. SGA does not prepay for any students' travel through this fund.
  - 600.2.4.2. Lowest logical travel plans (by plane, bus, train, or boat) to and from the event will be reimbursed. Flights must be booked through the state authorized travel agency.
  - 600.2.4.3. Registration may be claimed for reimbursement only. SGA will not reimburse membership fees or dues. Registration forms detailing name, date, and location of the

conference must be submitted with application.

600.2.4.4. Travel by car requires a completed travel authorization form submitted thirty (30) days prior to travel. In addition, submit a copy of a completion certificate from attending a UNO driver's safety refresher course training with completed application. Any mileage reimbursed for person vehicle will be calculated on round trip mileage at the current state rate. The maximum reimbursement is 99 miles.

600.2.4.5. Lodging and conference charges may be claimed not to exceed the current allowable state rate plus tax.

600.2.4.6. The maximum amount of funding available from the account is \$500.00 per individual or \$5,000.00 per group going to the same event in a fiscal year.

600.2.4.6.1. Ten or more students traveling to the same event for the same intent and purpose will be considered a group.

### 600.3. Reserve Account

600.3.1. The Reserve account shall only be used for purchases projected to last at least five (5) years.

600.3.2. Any purchases made through the reserve account cannot be updated through SGA funds, until at least 5 years have elapsed since the most recent bill allocating funds for such has passed.

600.3.2.1. Administrative budget: This account, except for those dealing with salaries and stipends shall be controlled by the SGA President and administered through the proper means laid out by SGA, local, state, and federal laws. The President shall inform the Vice President in writing each time the funds are used from this account and gain the Vice President's approval for all said expenditures.

#### 600.3.2.2. International Studies Scholarship Support

500.4.1.7.1.1. This account shall be controlled by the Director of International Studies, with approval from the Dean of Student Affairs, for the sole purpose of awarding the Student Government International Student Exchange Program Scholarships.

### 600.4. Infractions

600.4.1. The SGA Vice President shall maintain a log detailing any and all infractions of the financial code.

#### 600.4.2. Falsification of information

600.4.2.1. Students, organizations, and requesters for funding who willfully provide false information may be subject to proceedings with the SGA Supreme Court

600.4.2.1.1. False information can include but is not limited to falsifying permission from staff members, forgery of documents, lying about purchases, etc.

600.4.2.1.2. Consequences to be issued by the Supreme Court include but are not limited to

warnings, probation, or prohibition of filing future budget requests or bills with the SGA

600.4.2.1.3. Especially egregious offenses could be referred to the Dean of Student Affairs for further reporting

## **700. Code 700: The Election Code**

### 700.1. Election Code Application

700.1.1. Every person who files for an office elected under the authority of the SGA Constitution and/or Code of Laws shall be accountable to this code.

### 700.2. Election Staff

#### 700.2.1. Election Commissioner Duties

700.2.1.1. To report to the SGA senate each meeting during the election time frame.

700.2.1.2. To submit a calendar with all the required dates of the election process clearly outlined to the SGA executives, SGA advisor, and SGA senate.

700.2.1.3. To establish the guidelines for online voting procedures during the filing period.

700.2.1.4. To present a defense in any complaints or appeals filed against the election commission.

700.2.1.5. Responsible for overseeing all special elections.

#### 700.2.2. Election Committee

700.2.2.1. The Election Committee shall have the power to interpret and apply the election code.

700.2.2.2. The Election Committee shall meet at the discretion of the Election Commissioner to discuss the election process and determine election dates.

700.2.2.3. All actions of the election commissioner as it concerns elections must meet the approval of the majority of the election committee present and voting.

### 700.3. Application Process

#### 700.3.1. Personal Application

700.3.1.1. All candidates must complete the application for candidacy, candidacy oath, & planned expenditure report from the SGA office which may be done digitally.

### 700.4. Candidate Restrictions and Withdrawals

#### 700.4.1. Withdrawal

700.4.1.1. Candidates who wish to withdraw from the elections must do so in person with the Election Commissioner and sign a written statement of withdrawal.



700.4.2. Simultaneous Candidacies

700.4.2.1. No candidate may run for more than one established position in the SGA.

700.5. Campaign Rules

700.5.1. Campaigning Definition

700.5.1.1. Campaigning is any activity that is done to encourage or discourage voting for or against another person.

700.5.1.2. Active campaigning includes one individual tabling or passing out flyers, or any other activity in which multiple individuals are vocally promoting or demoting a candidate.

700.5.1.3. Campaigning does not include:

700.5.1.3.1. Designing, ordering, or receiving campaign materials, or the private distribution to immediate campaign volunteers.

700.5.1.3.2. Private discussions concerning candidacy, prospective candidacy, or ticket formation.

700.5.1.3.3. Reporting by non-affiliated media outlets

700.5.2. Campaign Period

700.5.2.1. Campaigning will begin on the date specified by the election commissioner and must be between 7 and 14 days long. Any campaigning before that date can result in disqualification.

700.5.3. Campaigning Restrictions

700.5.3.1. Campaigning is not to interfere with any education. This includes any posting or addressing in any classroom on campus

700.5.3.2. Other Campaign Infractions

700.5.3.2.1. Use of amplified sound

700.5.3.2.2. Decorating any property without express consent of the owner.

700.5.3.2.3. Sending potential voters unsolicited electronic messages at any time or mass messages to over 10% of eligible voters

700.5.3.2.4. Candidates may not actively campaign inside any buildings without prior approval from the manager of the building or within 10-feet of the entrance/exit for any campus building.

700.5.4. Endorsements

700.5.4.1. No members of the election committee, the election commissioner, member of the SGA Supreme Court, or other party involved in the oversight of elections shall endorse any candidate.

700.5.4.2. Anyone else may openly endorse candidates but may not address an entire class by email or during class.

700.5.5. Debate

700.5.5.1. All campus-wide elected positions will be given the opportunity for an open candidate debate. The debate must be held at least 5 calendar days before the election. Announcement of the debate must be at least 48 hours prior to the debate.

700.5.6. Financial Limitations

700.5.6.1. Expenditures for campus wide positions shall be limited to \$350.

700.5.6.2. Expenditures for college specific positions shall be limited to \$150.

700.5.6.3. Run-off elections expenditures shall be limited to half of the general election limits.

700.5.6.4. Expenditures include anything purchased by the candidate or supporters for the purpose of the campaign.

700.5.6.5. A final expenditure report is due at 4:30 pm on the day following the close of elections.

700.5.6.6. If a candidate is running unopposed, an expenditure report is not required but will be assumed to be a \$0 campaign. Candidates may not damage other's campaign materials.

700.5.7. No candidate may take any action that would prevent or cause difficult in voting

700.5.8. No candidate can bribe students with promise of money, goods, or special treatment

700.5.9. Candidates cannot set up their own voting stations on their personal devices

700.6. Penalties for Breaking Campaign Rules

700.6.1. Failure to comply with any campaign rules will be investigated by the election committee. If it is determined a rule was broken the election committee may disqualify the candidate from the election.

700.6.2. Any violations considered to be especially egregious can be referred to the SGA Supreme Court or Dean of Student Affairs for further action if the commission chooses to do so.

700.7. Complaint Process

700.7.1. Receipt and Notification

700.7.1.1. Any complaints regarding violations to this election code must be submitted in writing, either electronically or physically and time stamped, to the election committee through the election commissioner within 2 days of the closing of polls

700.7.1.2. The election committee will then have 48 hours to decide what action shall be taken and notify all parties involved of the complaint filed, and the course of action. Action can include but is not limited to disqualification, written warnings, or the call for a hearing.

700.7.1.3. A copy of this notification must also be sent to all SGA Executives, the Chief Justice, and all advisors.

700.7.1.4. Complaints may be brought by any UNO student.

700.7.2. Hearing

700.7.2.1. The person making the complaint shall have the burden of proving the alleged violation. If that person or his/her representative is not present at the hearing the complaint shall be dismissed.

700.7.2.2. Hearing will be held by the election committee, with the SGA Attorney Gebneral presiding over the meeting.

700.7.2.3. If the election committee is unable to reach a decision, or votes that it is necessary, the case can be handed over to the SGA Supreme Court for further review and ruling.

700.7.2.4. All complaints must be decided, and course of action given within 7 calendar days of the complaint being filed.

700.8. Election Schedule

700.8.1. Setting Dates

700.8.1.1. Selection of election related dates and deadlines by the election committee.

700.8.1.2. The election committee led by the election commissioner will set all dates for elections and election related events. Once dates have been set the commissioner shall notify the SGA,

700.8.2. Filing Period

700.8.2.1. The filing period must extend for at least 7 calendar days and no more than 14 calendar days before the general election. Candidates may complete the application for filing between 9:00 am and 4:30 pm during these days in the SGA office.

700.8.3. Qualifying

700.8.3.1. At the end of the filing period, the election commissioner will ensure that all candidates meet the requirements as set up by the election code.

700.8.3.2. If the candidate does not meet these standards, they will be notified by the election commissioner prior to the posting of the official ballot.

700.8.4. Qualification Appeals:

700.8.4.1. Any candidate deemed unqualified may appeal to the SGA Supreme Court.

700.8.5. Posting of the Official Ballot & Beginning of Campaign Begins

700.8.5.1. All candidates' names will appear on the ballot in alphabetical order.

700.8.5.2. Sample ballot will be displayed outside of the SGA office and on the SGA social media at 9AM on the first day of campaigning.

700.8.5.3. The ballot may also be distributed in other places as the election commissioner sees fit.

700.8.6. General Election

700.8.6.1. Fall general elections and runoff elections will be held between October 1<sup>st</sup> and November 30<sup>th</sup>.

700.8.6.2. Spring general and runoff elections will be held between March 1<sup>st</sup> and April 30<sup>th</sup>.

700.8.6.3. The election process may start prior to these dates, as specified by the election commissioner.

700.8.7. Expenditure Reports Filed:

700.8.7.1. Final expenditure reports will be due by 4:30 PM the day following the close of general elections.

700.8.8. General Election Results

700.8.8.1. Election results will be posted within one week following the close of elections.

700.8.9. Validation of Election Results

700.8.9.1. If results are uncontested then they will become official within one week following the posting of the election results.

700.8.10. Runoff Elections

700.8.10.1. If no candidate receives a simple majority of the votes cast for the respective seat, the two candidates with the most votes shall enter a run-off election. The run-off election shall be held within five to seven calendar days after the general election.

700.8.11. Runoff Expenditure Reports Filed

700.8.11.1. Expenditure reports must be filed by 4:40 PM the day following the close of elections.

700.8.12. Runoff Election Results

700.8.12.1. The results process for runoffs will follow the same processes of general elections.

700.9. Post-Election

700.9.1. Ties

700.9.1.1. If there are only two candidates in a general election, and the votes result in a tie, then the election shall be rerun on the runoff election dates.

700.9.1.2. For senate seats, if there are more than 2 candidates in the general election and there is a tie among candidates that affect the election results, then the runoff will include only those candidates which are tied. If this occurs, the candidate(s) receiving the most votes will

be the winner.

700.9.1.3. If the runoff election results in a tie, then the candidate who received the most votes in the general election will be named the winner.

700.9.1.4. If a runoff election results in a tie, and there was a tie in the general election then the SGA Senate shall decide the tie with a simple majority of those present and voting.

700.9.2. New Elections

700.9.2.1. If the SGA Supreme Court determines that the action of any person or organization has cast a reasonable doubt on the fair outcome of an election, then they may order a new election for that race.