



**By Laws**  
**Updated: February 6, 2024**

**INTRODUCTION:**

These are the By-Laws of which the SGA of the College of Coastal Georgia (here after referred to as CCGA) are to be run with in which to run efficiently.

**ARTICLE I: Duties of Elected Officials**

**1. President**

- a. To serve as the official representative of the CCGA student body and the ranking officer of the SGA
- b. To uphold and execute the SGA Constitution & By-Laws
- c. To serve as the liaison to the CCGA administration
- d. To serve as member and chief officer of the Executive Cabinet
- e. To create and approve agenda items for the Executive Cabinet meetings of the SGA
- f. To lead strategic planning for the SGA at the beginning of each semester
- g. To serve as a member to CCGA administrative committees and policy advisory boards as needed
- h. To present the operating budget of the Student Government Association to the appropriate budget committee
- i. To serve as the voting representative to the Board of Regents' Student Advisory Council
- j. To attend regular meetings with the staff advisor(s)
- k. To appoint committee members to the SGA Executive Cabinet
- l. To perform other duties as assigned by the staff advisor(s)

**2. Vice President**

- a. To serve as a member of the Executive Cabinet and the second ranking officer of the SGA
- b. To perform the duties of the President in his/her absence
- c. To serve as the President of the Senate, presides over the Senate meetings, & approves Senate agenda items
- d. To provide an interpretation of the SGA Constitution and/or By-Laws when needed
- e. To perform other duties as assigned by the President or staff advisor(s)

**3. Treasurer**

- a. To serve as a member of the Executive Cabinet and the third ranking officer of the SGA
- b. To serve as the non-voting student chair of the Student Activity Finance Committee



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- c. To serve as a member of the Student Fee Committee
- d. To plan and execute the student organization treasurer training
- e. To plan and execute the budget allocation hearings for distribution of student activity fees for student organizations
- f. To develop the budget request survey, in conjunction with SGA advisor(s) or designee.
- g. To conduct budget request trainings prior to budget hearing
- h. To monitor the expenditures of student organizations receiving student activity fees.
- i. To manage the operating budget for SGA Executive Cabinet and Senate
- j. To serve as the point of contact for and communicate with student organizations wishing to make amendments to their budgets
- k. To perform other duties as assigned by the President or staff advisor(s)

**ARTICLE II: Qualification and Election of Officials**

**1. Qualification**

- a. All candidates must be enrolled students at the time of election
- b. All candidates elected to office must maintain enrolled status during the entire term of office
- c. No student will run for or hold multiple SGA elected/appointed positions at the same time
- d. Candidates must have a cumulative grade point average of 2.5 at the time of election and meet requirements for satisfactory academic progress (SAP).
- e. Candidates elected to office must maintain a cumulative grade point average of 2.5 during the entire term of office and meet requirements for satisfactory academic progress (SAP).
- f. No candidate may be on judicial or academic probation at the time of election or at any time during his/her term of office
- g. Students who are running for an elected office listed on the ballot may not serve on the Elections Committee
- h. Students may be elected to the same position in consecutive years with no limit to the number of terms served
- i. All candidates must have completed three fourths (3/4) of a semester as a member of the Executive Cabinet or Senate during time of enrollment at CCGA by the end of the term in which the election was conducted
- j. Special Qualifications for elected officials
  - i. Candidates must hold sophomore, junior or senior status by the end of the term in which the election was conducted, as defined in the current CCGA Academic Catalog



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2. Elections

- a. Election of the President, Vice President, and Treasurer will take place prior to the beginning of exams of the spring term as defined by the CCGA Academic Calendar
- b. All elected positions will appear on the same ballot
- c. All elected positions will officially take office at a time approved by the sitting SGA Senate
- d. Elections will be held by secret ballot
- e. All members of the SGA will be allowed one vote
- f. The candidate who receives a plurality of the votes will be declared as the winner
- g. In the event of a tie, the Elections Committee will determine an appropriate course of action to break the tie in accordance with the Policies and Procedures Manual.
  
- h. In the event no qualified candidate is nominated for an elected position, the sitting, ranking officer will appoint a member of the SGA who meets the qualifications outlined in Article II, Section 1 of these By-Laws to this position. In the event no qualified candidate accepts the appointment, the sitting, ranking officer may appoint a member of the SGA at large to the position, with approval of the sitting Senate. The appointee will be approved by a majority vote on a referendum presented to the membership of SGA.
  
- i. The winner of the election will be announced within 24 hours after the votes have been tallied
- j. Any candidate has the right to request a recount of votes. The request for a recount of votes must be made in writing within 48 hours after the release of election results to the incumbent ranking officer not listed on the ballot of the election in question. In the event all incumbents are listed on the ballot, the request for recount shall be made to the Chief of Staff. The candidate requesting the recount will have the right to be present during recount procedures.

ARTICLE III: Removal of Elected Officials

- a. Any member of the SGA may call for the removal of an elected official by submitting a written complaint to the incumbent Chief of Staff.
  
- b. Upon receiving such a motion, the Chief of Staff will employ the impeachment proceedings outlined in the CCGA SGA's Policies and Procedures Manual



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- c. Upon collecting a positive vote for removal of office from 2/3 majority of the Senate, the SGA elected official will be removed from office
- d. In the event any elected official is removed /dismissed from his/her office, the highest ranking official of the SGA shall conduct a special election as quickly as possible to fill the vacant role.

**ARTICLE IV: Duties of Appointed Officials**

**1. Chief of Staff**

- a. To attend meetings of the Executive Cabinet and make a report concerning issues of importance
- b. To record minutes at each meeting of the SGA Executive Cabinet
- c. To arrange logistics of Executive Cabinet meetings
- d. To preside over and appoint members to the SGA Elections Committee & serve as the officiant of the SGA election process
- e. To serve on selected College committees
- f. To perform other duties as assigned by the SGA President or staff advisor

**2. Director of Student Organizations**

- a. To attend and chair meetings of the Student Organization Committee
- b. To advise the members of the Student Organization Committee of the duties and responsibilities thereof
- c. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Student Organization Committee
- d. To assist the Director of Campus Center & Student Life in maintaining an updated list of Student Organization constitutions, rosters, and paperwork
- e. To serve as a member of the Student Affairs Council
- f. To serve as the chair of the Student Organization Constitution Review subcommittee of the Student Affairs Council
- g. To perform other duties as assigned by the President or Staff Advisor

**3. Director of Special Initiatives**

- a. To attend and chair meetings of the Special Initiatives Committee
- b. To advise the members of the Special Initiatives Committee of the duties and responsibilities thereof
- c. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Special Initiatives Committee
- d. To appoint students to the Special Initiatives Committee, as needed



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- e. To organize and execute special initiatives and programming of the Student Government Association
  - f. To perform other duties as assigned by the President or Staff Advisor
4. Director of Student Feedback
- a. To attend and chair meetings of the Student Feedback Committee
  - b. To advise the members of the Student Feedback Committee of the duties and responsibilities thereof
  - c. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Student Feedback Committee
  - d. To appoint students to the Student Feedback Committee, as needed
  - e. To organize and execute student feedback methods and initiatives, distill feedback data, advocate for student interest, and communicate solution/action to the student body
  - f. To perform other duties as assigned by the President or Staff Advisor
5. Director of Public Relations & External Affairs
- a. To attend and chair meetings of the Public Relations & External Affairs Committee
  - b. To advise the members of the Public Relations & External Affairs Committee of the duties and responsibilities thereof
  - c. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Public Relations & External Affairs Committee
  - d. To appoint students to the Public Relations & External Affairs Committee, as needed
  - e. To serve as the chief public relations officer of the SGA
  - f. To perform other duties as assigned by the President or Staff Advisor
6. Director of Diversity
- a. To attend and co-chair meetings of the Diversity & Inclusion Committee
  - b. To appoint students to the Diversity & Inclusion Committee, as needed
  - c. To advise the members of the Diversity & Inclusion Committee of the duties and responsibilities thereof
  - d. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Diversity & Inclusion Committee
  - e. To lead initiatives approved by the President influencing and promoting cultural programs on campus and in the community
  - f. To create educational programming for the student body on diversity



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- g. Work with the Director of Diversity Initiatives at CCGA to better support the program
  - h. To perform other duties as assigned by the President or Staff Advisor
7. Director of Inclusion
- a. To attend and co-chair meetings of the Diversity & Inclusion Committee
  - b. To appoint students to the Diversity & Inclusion Committee, as needed
  - c. To advise the members of the Diversity & Inclusion Committee of the duties and responsibilities thereof
  - d. To attend meetings of the Executive Cabinet and make a report concerning issues of importance to the Diversity & Inclusion Committee
  - e. To lead initiatives approved by the President influencing and promoting inclusion programs on campus and in the community
  - f. To create educational programming for the student body to foster a deeper feeling of inclusion for all members of the Coastal Georgia community.
  - g. Work with the Director of Diversity Initiatives at CCGA to better support the program
  - h. To perform other duties as assigned by the President or Staff Advisor

**ARTICLE V: Qualification and Selection of Appointed Officials**

**1. Qualification**

- a. All appointees must be enrolled students at the time of appointment
- b. All appointees selected to office must maintain enrolled status during the entire term of the appointment
- c. No student will run for or hold multiple SGA elected/appointed positions at the same time
- d. Appointees must have a cumulative grade point average of 2.5 at the time of appointment and meet requirements for satisfactory academic progress (SAP).
- e. Appointees selected to office must maintain a cumulative grade point average of 2.5 during the entire term of the appointment and meet requirements for satisfactory academic progress (SAP).



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- f. No appointee may be on judicial or academic probation at the time of appointment or at any time during his/her term of office
  - g. Students may be appointed to the same position in consecutive years with no limit to the number of terms served
  - h. Special qualifications for appointed officials
    - i. Appointees must plan to serve the entire academic year following their appointment. Appointees who can only hold their office for one semester will not be considered
2. Selection
- a. Students who wish to be considered for appointment to the Executive Cabinet must follow the process for application as outlined in the Policies and Procedures Manual

**ARTICLE VI: Removal of Appointed Officials**

Appointed Officials serve at the pleasure of the President. If at any time the President does not feel that an Appointed Official is adequately performing the duties of the office, the President may terminate the Appointed Official from his or her position.

**ARTICLE VII: Membership of the Senate**

1. There shall be three (3) Senators elected from each of the following classes: freshman, sophomore, junior, and senior, as defined by the current Academic Catalogue.
2. There shall be (2) Senators elected from the Camden Center.
3. There shall be two (2) at-large positions which shall be open to any qualified candidate regardless of classification.
4. There shall be one (1) Senator elected per 150 residents from each residence hall owned or operated by the College. In the event the population of the building is not evenly divisible by 150, a Senator shall be elected to represent the remaining residents.
5. There shall be one (1) Senator elected from each of the academic colleges that make up CCGA.
6. There shall be one (1) Senator elected to represent the Commuter population.

**ARTICLE VIII: Duties of SGA Senators**

1. To attend all Senate meetings



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2. To serve on SGA Committees and ad hoc Committees as needed
3. To attend all committee meetings
4. To act as liaison between students and SGA
5. To represent students at College events
6. To inform President of the Senate of scheduling conflicts
7. To assist SGA Cabinet with various initiatives and events
8. To prepare and presents Bills and Resolutions of the Senate for the President of the Senate
9. To perform other duties as assigned by the President or staff advisor(s)

### ARTICLE IX: Qualification and Election of Senators

1. Qualifications of Senators
  - a. All candidates must be enrolled students at the time of election
  - b. All candidates elected to Senate must maintain enrolled status during the entire term of office
  - c. No student will run for or hold multiple SGA elected/appointed positions at the same time
  - d. Candidates for sophomore, junior, and senior Senate seats must have a cumulative grade point average of 2.5 at the time of election and meet requirements for satisfactory academic progress (SAP).
  - e. Candidates for freshmen Senate seats must have a cumulative high school grade point average of 2.5 at the time of election and meet requirements for satisfactory academic progress (SAP).
  - f. Candidates elected to office must maintain a cumulative grade point average of 2.5 during the entire term of office and meet requirements for satisfactory academic progress (SAP).
  - g. No candidate may be on judicial or academic probation at the time of election or at any time during his/her term of office
  - h. Students who are running for a Senate seat listed on the ballot may not serve on the Elections Committee
  - i. Students may run for the Senate seat in which they qualify in consecutive years with no limit to the number of terms served
  - j. Candidates running for freshman, sophomore, junior or senior seats must be classified accordingly by the Registrar's Office during the entire term of service as defined in the current CCGA Academic Catalog
  - k. Special Qualifications for Camden Senators
    - i. To be considered for the Camden Senator seat, a student must take at least 50% of their academic hours at the Camden Center. In the event a sitting Camden Senator's status changes, he/she must resign their seat and a special election will be conducted to fill the seat with a qualified





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candidate.

### 2. Election of Senators

- a. Senators will be elected prior to the 28<sup>th</sup> day of the fall semester
- b. All candidates for open Senate seats will appear on the same ballot
- c. All elected Senate positions will officially take office when elected.
- d. Elections will be held by secret ballot
- e. All members of the SGA will be allowed one vote
- f. Members of the SGA may only vote to elect Senators for seats in which the member qualifies.
  - i. Example: a freshman residential student on the Brunswick campus living in Lakeside Village may vote for a freshman candidate, a Lakeside Village candidate, and a member at large candidate. He/she may not vote for a sophomore, junior, senior, Camden, or Mariner Village candidate.
- g. The candidate(s) for Senate who receive(s) the most votes will be declared as the winner of the seat(s).
- h. In the event of a tie, the Elections Committee will determine an appropriate course of action to break the tie in accordance with the Policies and Procedures Manual.
- i. In the event no qualified candidate is nominated for a Senate seat, the President of the Senate will appoint a member of the SGA who meets the qualifications outlined in Article IX, Section 1 of these By-Laws to this position. The appointee will be approved by a majority vote on a referendum ballot presented to the membership of SGA who match the classification for the empty seat.
- j. The winner of the election will be announced within 24 hours after the votes have been tallied
- k. Any candidate has the right to request a recount of votes. The request for a recount of votes must be made in writing within 48 hours after the release of election results to the incumbent ranking officer of SGA not listed on the ballot of the election in question. In the event all incumbents are listed on the ballot, the request for recount shall be made to the Chief of Staff. The candidate requesting the recount will have the right to be present during recount procedures.

### ARTICLE X: Removal of Senators

1. Any member of the SGA may call for the removal of an elected official by submitting a written complaint to the incumbent President of the Senate.
2. Upon receiving such a motion, the President of the Senate will employ the impeachment



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proceedings outlined in the CCGA SGA's Policies and Procedures Manual

3. Upon collecting a positive vote for removal of office from 2/3 majority of the Senate, the Senator will be removed from office. The Senator(s) in question will not be allowed a vote in the impeachment proceedings.
4. In the event any Senator is removed /dismissed from his/her office, the President of the Senate shall conduct a special election/appointment as quickly as possible.

### ARTICLE XI: Committees

#### 1. Student Organizations Committee

- a. The primary purpose of the Student Organization Committee is to act as a liaison between the registered student organizations and the Student Government Association
- b. The Student Organizations Committee will be composed of one voting member from each registered Student Organization
- c. Meetings of the Student Organization Committee will be led by the Director of Student Organizations
- d. Meetings of the Registered Student Organization Committee will take place at least once a month

#### 2. Special Initiatives Committee

- a. The primary purpose of the Special Initiatives Committee is to plan and execute events sponsored by the Student Government Association
- b. The Special Initiatives Committee will be composed of at least 8 representatives who will be selected by the Director of Special Initiatives
- c. Meetings of the Special Initiatives Committee will be led by the Director of Special Initiatives
- d. Meetings of the Special Initiatives Committee will take place at least once a semester and as determined by the Director of Special Initiatives



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- e. Special Initiatives Committee members serve at the pleasure of the Director of Special Initiatives. The Director of Special Initiatives reserves the right to remove, replace, and add members to the Special Initiatives Committee

3. Student Feedback Committee

- a. The primary purpose of the Student Feedback Committee is to solicit student feedback and voice student concerns to the administration regarding campus services. These include, but are not limited to, food services, bookstore, intramurals, student activities, housing, parking, business services, campus police, etc.
- b. The Student Feedback Committee will be composed of at least 8 representatives chosen by the Director of Student Feedback. The Director of Student Feedback must make every effort to choose a diverse group of students for membership to this committee. The Director may consider representatives from the following populations: traditional & non-traditional students, residents, commuters, veterans, married/domestic partnered students, students who are parents, 2 year & 4 year degree seekers, Camden center students, upper and lower classmen, transfer students, etc.
- c. Meetings of the Student Feedback Committee will be led by the Director of Student Feedback.
- d. The Director of Student Feedback will coordinate meeting times and locations with a representative from a campus service provider when needed.
- e. Meetings of the Student Feedback Committee will take place at least twice per semester and as determined by the Director of Student Feedback.
- f. Members of the Student Feedback Committee serve at the pleasure of the Director of Student Feedback. Director of Student Feedback reserves the right to remove, replace, and add members to the Student Feedback Committee

4. Elections Committee



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- a. The primary purpose of the Elections Committee is to hear and investigate any concerns that are raised regarding elections
  - b. The Chief of Staff will appoint representatives to the Elections Committee. The Elections Committee will be approved by the Senate.
  - c. The Elections Committee will be led by the Chief of Staff
  - d. Members of the Elections Committee may not be candidates in the election in which they are reviewing. In the event the Chief of Staff is a candidate in the election, the committee will be chaired by a committee member chosen and approved by the Senate.
  - e. Meetings of the Elections Committee will take place at least once per semester and as determined by the Chief of Staff
  - f. All decisions of the Elections Committee are final
  - g. Members of the Elections Committee serve with approval of the Senate. The Chief of Staff may remove, replace, and add members to the Elections Committee with the approval of the Senate.
5. Public Relations and External Affairs Committee
- a. The primary purpose of the Public Relations and External Affairs Committee is to assist the Director of the Public Relations and External Affairs Committee in matters deemed appropriate by the Director
  - b. The Director of Public Relations and External Affairs will appoint at least 4 representatives to the Public Relations and External Affairs Committee.
  - c. The Public Relations and External Affairs Committee will be led by the Director of Public Relations and External Affairs
  - d. Meetings of the Public Relations and External Affairs Committee will take place at least once per semester and as determined by the Director of Public Relations & External Affairs.



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- e. Members of the Public Relations and External Affairs Committee serve at the pleasure of the Director of Public Relations and External Affairs. The Director of Public Relations and External Affairs reserves the right to remove, replace, and add members to the Public Relations and External Affairs Committee
6. Diversity and Inclusion Program Committee
- a. The primary purpose of the Diversity & Inclusion Committee is to plan and execute educational programming and initiatives for the student body to foster a deeper understanding of inclusion and diversity sponsored by the Student Government Association
  - b. The Diversity & Inclusion Committee will be composed of at least 8 representatives who will be selected by the Director of Diversity and the Director of Inclusion
  - c. Meetings of the Diversity & Inclusion Committee will be co-chaired by the Director of Diversity and the Director of Inclusion
  - d. Meetings of the Diversity & Inclusion Committee will take place at least once a semester and as determined by the Director of Diversity and the Director of Inclusion
  - e. Diversity & Inclusion Committee members serve at the pleasure of the Director of Diversity and the Director of Inclusion. The Director of Diversity and the Director of Inclusion reserves the right to remove, replace, and add members to the Diversity & Inclusion Committee

**ARTICLE XII: Appointment to Standing College Committees**

1. It shall be the duty of the SGA President to submit a slate of nominees for the standing College committees. The slate of nominees will be reviewed by the Executive Cabinet and approved by the Senate.
  
2. Qualifications



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- a. Appointees must be enrolled students, as defined by the current Academic Catalog. Appointees must maintain enrolled student status during their service to their appointed committee
  - b. Appointees must not be on disciplinary or academic probation at the time of their appointment nor during their service to their appointed committee
  - c. Appointees must have a grade point average of at least 2.5 at the time of their appointment and maintain at least that average during their service to their appointed committee
  - d. Appointees must plan to serve the entire academic year following their appointment. Appointees who can only hold their appointment for a semester will not be considered
  - e. Members of the Executive Cabinet or Senate may serve on standing committees.
  - f. The SGA President must make every effort to choose a diverse group of students for membership to the standing College committees. The President may consider representatives from the following populations: traditional & non-traditional students, residents, commuters, veterans, married/domestic partnered students, students who are parents, 2 year & 4 year degree seekers, Camden center students, upper and lower classmen, transfer students, etc.
  - f. Appointees serve with approval of the Senate. The SGA President may remove, replace, and add members to the Standing College Committees with the approval of the Senate.
3. Student Affairs Council
- a. The purpose of the Student Affairs Council is to study and recommend policies concerning student governance, extra/co-curricular student activities, student conduct and discipline, intramural and extramural programs, chartering of student organizations, student publications, and health and safety. It shall also consider all matters (not included herein) directed to it by the College President, Vice President for Academic Affairs, Vice President for Business Affairs, or the Vice President for Student Affairs.



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- b. The Student Affairs Council shall consist of the Vice President for Student Affairs, who shall act as chairperson, the Director of Student Life, the Faculty Advisor of Student Publication, a faculty representative from each school and eight (8) students selected by the Vice President for Student Affairs and the Student Government Association.
  - c. The Director of Student Organizations shall serve on this committee.
  - d. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - e. The Student Affairs Council shall meet at least once a month during the spring & fall semesters or as otherwise directed by the chairperson.
4. Student Fee Committee
- a. The Student Fee Committee reviews all proposals to create new mandatory student fees and increase existing mandatory student fees, and it recommends to the President of the College final allocation of student activity fees, student athletics fees, and student technology fees.
  - b. The membership of the Student Fee Committee consists of the Vice President for Academic Affairs, the Vice President for Business Affairs, the Vice President for Student Affairs, the Director of Campus Center and Student Life, three faculty members appointed by the President upon recommendation by the Faculty Senate and at least eight (8) students recommended by the Student Government Association and the Vice President for Student Affairs.
  - c. Students must comprise at least fifty percent of the membership of this committee. The chairperson shall be selected from among the faculty members on the committee.
  - d. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - e. The Student Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
5. Intercollegiate Athletics Finance Committee



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- a. The Intercollegiate Athletics Finance Committee reviews budget and expenditure requests for funds from student athletics fees. The committee reports its findings and recommendations to the Student Fee Committee. Subject to the approval of the President, it shall also plan and manage the budget of the intercollegiate athletics program at the College.
  - b. Members of the committee shall be appointed by the President of the College and shall include, among other persons, the Director of Athletics, the Vice President for Student Affairs, a representative from the Business Office, two faculty members, and six students who will be recommended by the Student Government Association & the Vice President for Student Affairs. The Vice President for Business Affairs shall serve in an advisory capacity to the committee and cast a tiebreaking vote if needed.
  - c. At least fifty percent of the membership of the committee must be student representatives.
  - d. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - e. The Student Athletic Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
6. Student Activity Finance Committee (SGA Student Budget Organizational Committee)
- a. The Student Activity Finance Committee reviews the overall allocation of student activity fees to student affairs programs/services and student organizations. The committee reports its findings and recommendations to the Student Fee Committee.
  - b. The committee is appointed by the President and must be comprised of at least fifty percent student representatives. The committee is chaired by the Vice President for Student Affairs, and the Vice President for Business Affairs is appointed as a resource to the committee. Other members of the committee are six faculty recommended by the Faculty Senate and eight (8) students recommended by the Student Government Association & the Vice President for Student Affairs.
  - c. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - d. The Student Activity Finance Committee shall meet at least once per semester or as otherwise directed by the chairperson.
7. Student Technology Fee Committee
- a. The Student Technology Fee Committee reviews all requests for the usage of technology fee funds. The committee is appointed by the President and must be comprised of at least fifty percent student representatives.





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- b. The committee is chaired by the Chief Information Officer, and the Vice President for Business Affairs is appointed as a resource to the committee. Other members of the committee are six faculty recommended by the Faculty Senate and eight students recommended by the Vice President for Student Affairs. The committee reports its findings and recommendations to the Student Fee Committee.
  - c. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - d. The Technology Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
8. Recreation & Intramural Fee Committee
- a. Recreation & Intramural Fee Committee reviews all requests for the usage of the recreation & intramural fee funds. The committee is appointed by the President and must be comprised of at least fifty percent student representatives.
  - b. The committee is chaired by the Vice President for Student Affairs. The Director of Student Activities and the Vice President for Business Affairs are appointed as resources to the committee. Other members of the committee are four faculty recommended by the Faculty Senate and approved by the Vice President for Academic Affairs and six students recommended by the SGA President and approved by the Vice President for Student Affairs. The committee reports its findings and recommendations to the Student Fee Committee.
  - c. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - d. The Recreation & Intramural Fee Committee shall meet at least once per semester or as otherwise directed by the chairperson.
9. Academic Advisement Committee
- a. The Advisement Committee is charged with the oversight and enhancement of the academic advising of students.
  - b. The committee shall define and evaluate advisement goals, objectives and procedures; evaluate the relationship between academic advisement and retention; and review both current and proposed policies concerning advisement and recommend changes to the faculty.
  - c. One student, recommended by the Vice President for Student Affairs & the Student Government Association, shall be appointed to this committee.
  - d. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
  - e. The Academic Advisement Committee shall meet at least twice per semester or as otherwise directed by the chairperson.



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**10. The Committee on the Library / Information Commons**

- a. The Committee on the Library / Information Commons shall make recommendations to the faculty concerning the policies and procedures of the learning resources units of the college and shall act in an advisory capacity to the director of learning resources.
- b. The committee shall serve in an advisory capacity and consider the learning resources budget, allocation policies, and other new learning resources policies. It will also help promote learning resources-related communication throughout the college. It shall assist the director of learning resources in planning and conducting periodic surveys to assess the quality and use of learning resources services.
- c. One student, recommended by the Vice President for Student Affairs & the Student Government Association, shall be appointed to this committee.
- d. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
- e. The Committee on the Library / Information Commons shall meet at least once per semester or as otherwise directed by the chairperson.

**11. The Committee on Admissions & Scholastic Standards**

- a. The Committee on Admissions and Scholastic Standing studies and recommends to the faculty policies concerning admission, testing, and placements and acts on all appeals or exception to entrance requirements. It considers any and all matters directed to it relating to admissions including appeals on such matters as admission and progression. It also recommends faculty policies concerning standing of students, such as honors, warning, probation, suspension, dismissal, student classification, grade point average, and any other matter submitted to it by the faculty or registrar concerning academic standing and/or progress.
- b. One student, recommended by the Vice President for Student Affairs & the Student Government Association, shall be appointed to this committee.
- c. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.
- d. The Admissions & Scholastic Standards Committee shall meet at least once per semester or as otherwise directed by the chairperson.

**12. Appointment to other committees**

- a. The Vice President of Student Affairs and the Student Government Association may make additional appointments to both standing and other College committees as needed.



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- b. Student appointees must meet qualifications listed in Article XII, Section 2 of these By Laws.

**ARTICLE XIII: Qualification and Election of the Homecoming Court**

**1. Qualification**

- a. All candidates must be currently enrolled, full or part-time students at the time of election.
- b. Candidates must have a cumulative grade point average of 2.5 at the time of election and meet requirements for satisfactory academic progress (SAP).
- c. All candidates must have completed the semester prior to Homecoming Court election at the College of Coastal Georgia or have earned at least 12 credit hours through the College.
- d. Candidates must participate in the Homecoming interview process.
- e. The current King and Queen are not eligible to run.

**2. Elections**

- a. Election of the Homecoming King & Queen will take place in conjunction with Homecoming Week activities.
- b. All candidates who have met qualification requirements will appear on the same ballot.
- c. Elections will be held by secret ballot.
- d. All members of the SGA will be allowed one vote.
- e. All votes will be tallied prior to the crowning ceremony. The candidates for King and Queen who receives a plurality of the votes will be declared as the winner.
- f. In the event of a tie, the Elections Committee will determine an appropriate course of action to break the tie in accordance with the Policies and Procedures Manual.
- g. The winner of the election will be announced at a day and time agreed upon by the Homecoming Committee and approved by the Senate.
- h. Any candidate has the right to request a recount of votes. The request for a recount of votes must be made in writing within 48 hours after the release of election results to the incumbent ranking officer of SGA not listed on the ballot of the election in question. In the event all incumbents are listed on the ballot, the request for recount shall be made to the Chief of Staff. The candidate requesting the recount will have the right to be present during recount procedures.

**ARTICLE XIV: Amendments**



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Amendments to these By-Laws must be approved by 2/3 majority vote by the Executive Cabinet, 2/3 majority votes by the Senate of the SGA, and a plurality of the Student Affairs Council in accordance with the Constitution and Policies and Procedures Manual of the SGA.

**ARTICLE XV: Scope**

By law, the Board of Regents of the University System of Georgia is the governing board of CCGA and these By-Laws in no way abrogate or limit the USG in matters of governance.