



## SGA Eligibility Requirements

### Eligibility Requirements

- GPA Requirements
  - 2.75 cumulative GPA is required to be eligible for the positions of President, Vice-President, Secretary, Treasurer, and Chief Justice.
  - 2.5 cumulative GPA is required to be eligible for the positions of Associate Justice (Parliamentarian & Sergeant-at-Arms), all college Senators, all Senators-at-Large.
  - Once elected, failure to meet GPA requirements will result in loss of position within SGA as well as scholarship (if applicable).
- Students running for SGA office must have at least 24 credit hours, including 12 from AUM, by the end of the current Spring semester.
- All elected members of SGA must be enrolled as a full-time student for the Fall and Spring semesters of their term.
- All elected members of SGA must attend bi-weekly meetings held each semester.
- All elected members of SGA must attend an induction ceremony to be held before the conclusion of the semester. The tentative date for induction is April 2, 2025.
- All applicants must be in Good Standing with the Office of Accountability and Advocacy.
- To be eligible for a Senate seat, students must be enrolled in the college they are representing.
- To be elected, candidates must win by plurality and receive at least 40% of the vote. If no candidate receives 40% of the vote, the top 2 candidates for that position will participate in a runoff election.
- The Senator-at-Large and College Senator seats not filled in the spring general elections shall be available for a fall general election if needed.
- If there are two (2) or more candidates running for a particular executive office, at least one (1) debate between the opponents shall be held before the general elections for executive offices are held.

## **Position Duties/Responsibilities**

### **President**

- Serve as the Chief Executive Officer of the SGA
- Preside over the meetings of the Executive Council
- Direct the activities of the Executive Council
- Consult with the Advisor of SGA weekly basis
- Appoint a Chief of Staff
- Appoint members to the Executive Cabinet with two-thirds approval of the Senate
- Create or abolish Cabinet positions with two-thirds vote of the Senate
- Create or abolish SGA Committees with approval of the Senate
- Appoint members from the Senate or student body to SGA committees
- Appoint new members to vacant positions within SGA with two-thirds vote of the Senate
- Call special sessions or meetings to discuss any action needing immediate attention
- Work with the Executive Council to formulate the budget of the SGA
- Share responsibility with the Treasurer by co-signing all requisitions and expenditures of the SGA budget
- Veto any legislation, which may be overturned by two-thirds vote of the entire Senate
- Present to the Senate and student body a State of the Association Address
- Represent the student body at various staff and faculty meetings
- Serve as an ex-officio member of the Auburn University Board of Trustees.

### **Vice President**

- Assume the duties of President if the Presidency becomes or is declared vacant
- Serve and preside as the President of the Senate
- Vote on Senate legislation only in the event of a tie
- Set the agenda for all Senate meetings
- Assist in the preparation of the SGA budget
- Serve as the official SGA representative to all Faculty Senate meetings
- Perform duties as requested by the President
- Appoint members of all Senate committees
- Serve as an ex-officio member of all senate committees

### **Treasurer**

- Organize and maintain the funds and records of the SGA
- Assist in the preparation of the SGA budget
- Serve as the chair of the Appropriations Committee
- Present to the President and Senate financial reports at both Executive Council and Senate meetings
- Take responsibility for all over-budget spending
- Co-sign all requisitions and expenditures of the SGA budget with the SGA president

- Be able to present financial records upon request of the senate, Executive council, or administration within 5 days of said request
- Serve as Secretary in the absence of the Executive Secretary

#### Secretary

- Take minutes for both Executive Council and Senate meetings
- Maintain a record of all minutes taken for meetings during his/her term
- Maintain a record of all legislation of the Senate, including the sponsor, co-sponsors, author, and vote count
- Distribute typed minutes from previous meeting to all SGA members
- Take roll at all Senate meetings and maintain an attendance record
- Inform all members of SGA of Senate meetings 24 hours in advance
- Assist in preparing the SGA budget
- Serve as the Court's Clerk in any disciplinary hearings conducted by the Judicial Branch of SGA

#### Senators

- Attend regularly held Senate meetings
- Vote on all legislative matters
- Sponsor and co-sponsor articles of legislation
- Override presidential vetoes with a two-thirds vote of the entire Senate
- Serve on at least one standing SGA committee
- Attend all meetings of the standing committee(s) that one serves on
- Create and abolish Senate committees as deemed necessary
- Confirm appointments by the President to positions within SGA
- Nominate, elect, and/or serve as Senate President Pro Tempore
- Review and approve the SGA budget each fiscal year
- Plan and organize at least one program hosted by SGA each semester
- Recommend amendments to the Constitution and Code of Laws as deemed necessary
- Meet with the Dean of the college or Department Head one represents twice each semester

#### Chief Justice

- Serve as the presiding officer over the Judicial Branch of SGA
- Hold disciplinary hearings and hear appeals for members of SGA
- Direct the actions of the Student Judicial Board Serve or appoint an Associate Justice to serve on any disciplinary committees outside of SGA as requested by administration or the SGA President
- Understand AUM Student Code of Conduct and Plagiarism Policies
- Serve on the Executive Council

- Meet with Student Affairs quarterly to discuss any hearings in which SGA should be involved
- Install elected and appointed officers of the SGA
- Appoint a Judicial Board Clerk
- Assure ethical and proper procedure is abided by during meetings of the Senate
- Chair the Constitution and Code of Laws Committee

**Parliamentarian**

- Serve as an Associate Justice on the Student Judicial Board
- Serve on any disciplinary committees at the request of the Chief Justice
- Understand AUM Student Code of Conduct and Plagiarism Policies
- Possess a strong understanding of Robert's Rules of Order
- Answer questions concerning Parliamentary Procedure at Senate meetings
- Keep accurate records of all actions taken by the entire Judicial Branch and be able to give a report upon request
- Serve on the Constitution and Code of Laws Committee

**Sergeant-at-Arms**

- Serve as an Associate Justice on the Student Court
- Serve on any disciplinary committees at the request of the Chief Justice
- Understand AUM Student Code of Conduct and Plagiarism Policies
- Possess a strong understanding of Robert's Rules of Order
- Maintain order at meetings of the Senate
- Serve on the Constitution and Code of Laws Committee