



STUDENT ASSOCIATION of  
SOUTHERN ADVENTIST UNIVERSITY

# Bylaws

Updated and Approved by the SA Senate on April 24, 2026

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## **ARTICLE I – DEFINITION**

### **Section 1 – Authority**

The SA Bylaws shall have the same authority as the SA Constitution, per *Article XIV, Section 1 of the SA Constitution*.

### **Section 2 – Purpose**

The purpose of these bylaws is to specify the means of carrying out the policies stated in the SA Constitution as follows:

1. To fully define the responsibilities of the SA Executive Branch.
2. To fully define the responsibilities of the SA Legislative Branch.
3. To fully define the responsibilities of the SA Media Branch.

## **ARTICLE II – THE SA EXECUTIVE BRANCH**

### **Section 1 – Duties of the Cabinet**

The SA Cabinet shall:

1. Function as the executive advisory-operating body to the SA General Assembly and the SA Senate.
2. Carry out the constitutional duties of the SA Executive Branch.
3. Establish the SA projects and plans for the current fiscal year and present them to the SA Senate for two-thirds majority present vote.
4. In case of emergency, where there is a time constraint restricting immediate action by the SA Senate, shall take any action deemed necessary in regards to the functioning of the Constitution. This is valid until the next meeting of the SA Senate and/or the SA General Assembly.

### **Section 2 – Officer Responsibilities**

The responsibilities of SA Officers shall include the following duties:

1. The SA President shall:
  - a. Call and chair meetings of the SA Town Hall, provide a forum once a year for students to communicate their concerns to SA or call upon the SA Town Hall.
  - b. Veto within three school days any action of the Senate.
    - i. Said action will be subject to a two-thirds majority present veto override vote by the SA Senate.
  - c. Coordinate the activities of the appointed SA officers.
  - d. Make SA Executive Appointments, and revoke appointments as needed.
  - e. Create or remove any additional executive positions in consultation with SA Faculty and two-thirds approval of SA Senate. The candidate for that position must present themselves to the Senate for better representation before approving or denying.
  - f. Be responsible for the working relationship of SA with the University Administration and the local community.
  - g. Serve as the SA Chief Executive Officer and the SA Cabinet Chairperson.
  - h. Serve as an ex-officio member of the Strategic Planning and Budget Committee

- and as well the Faculty Senate.
  - i. Sit as an ex-officio member of any committee or sub-committee of SA.
  - j. Set up and chair regular SA Cabinet meetings every other week.
  - k. Give a report to the Senate of meetings attended and issues requiring a vote so that the student leaders may discuss and add to the representative nature of the position.
  - l. Shall serve as a member of the SAU Student Media Board, a faculty committee.
  - m. Serve as AIA Convention Coordinator when an Adventist Intercollegiate Association (AIA) convention shall take place in the University.
  - n. Represent the students' collective voice at Board of Trustees, Strategic Planning, and University Senate meetings.
  - o. Coordinate and assist the incoming President, Executive Vice President, and Social Vice President in the planning of the new officer SA summer training retreat along with the Executive Vice President and Social Vice President.
  - p. Attend the Board of Trustees Retreat as an invitee.
2. The SA Executive Vice President shall:
- a. Call and chair meetings of SA Senate.
  - b. In the event that the SA Presidency is vacated, assume the office and serve for the remainder of the given term. The parliamentarian then becomes the executive vice president, and reserves the right to elect a parliamentarian from the existing senators. However, he/she may reserve the right to pass the position to the next individual in the order of succession.
  - c. Appoint the membership and nominate chairs of SA Senate Committees to be approved by a simple majority in the Senate.
  - d. Cast the tie-breaking vote, if needed, during SA Senate meetings.
  - e. Submit a budget for the SA Senate selection process.
  - f. Facilitate the logistics and necessities of the SA Senate.
  - g. Serve as the liaison officer between the SA Executive Branch and the SA Senate.
  - h. Serve as a member of the SA Media Board.
  - i. Chair SA Cabinet meetings if the SA President is absent.
  - j. Record attendance, call votes and count votes during senate meetings.
3. The SA Social Vice President shall:
- a. Plan and coordinate all SA social activities.
  - b. Select the members and lead the Cub Squad.
  - c. Submit a budget to the SA Financial Vice President to be voted on and approved by the SA Senate.
  - d. Submit a prospective plan of the semesters' events to the SA Social Advisor by mid-September for the first semester and mid-January for the second semester.
  - e. Coordinate with the SA Finance Director the further development of funds outside the SA budget.
  - f. Coordinate the promotion of all SA social events and other SA social functions for the SA General Assembly with the SA Marketing Director and Communications Director.
  - g. Promote creativity and diverse ideas within the Cub Squad.
  - h. Maintain proper University standards during all SA General Assemblies.

- i. Assist, at the direction of the SA Senate, any other campus organization in different SA co-sponsored social events and functions.
4. The SA Executive Secretary shall:
  - a. Coordinate with the SA Finance Director the formation of financial accounts for the purchase of designated office supply items.
  - b. Keep the SA Executive Office stocked with needed office supplies items and purchase items as needed.
  - c. Arrange for the repair of any SA equipment as needed.
  - d. Coordinate other SA clerical duties, such as preparing inner-office memos and business letters, developing phone lists, and filing papers.
  - e. Assist the SA President in creating and maintaining schedules.
  - f. Create the agenda for SA Cabinet meetings and SA Senate meetings.
  - g. Take accurate minutes of the SA Cabinet and SA Senate proceedings, correspondences, and documents, and distribute them to the SA Executive Officers and/or Senators.
  - h. Participate in and support SA functions.
5. The SA Financial Vice President shall:
  - a. Prepare a budget for presentation to the SA Senate, both in the winter spring and the fall, due by the second SA senate meeting of the semester.
  - b. Deposit all SA funds into a commercial financial institution, pay bills, approve expenditures, issue check requests (upon approval of a check request form), and set up and maintain records of payroll with the university accounting office.
  - c. Maintain open communication between publication editors and advertising managers.
  - d. Prepare for distribution of financial statements approximately every month regardless of financial activity.
  - e. Set up an audit and prepare the financial statements necessary for an annual audit.
  - f. Updating asset inventory as needed.
  - g. Participate in and support SA functions.
6. The SA Communications Director and Marketing Director shall:
  - a. Work as a team to fulfill the following roles:
    - i. Develop and implement strategies to promote SA and its events effectively.
    - ii. Manage and oversee all of SA's social media accounts.
    - iii. Design artwork.
    - iv. Innovate and execute creative marketing campaigns to enhance event engagement.
    - v. Lead all advertising efforts to maximize visibility and outreach.
    - vi. Organize and manage public displays announcing SA events.
    - vii. Serve as the liaison officer between the SA Executive Branch and the University Office of Public Relations in matters of mutual concern.
    - viii. Oversee and coordinate all public relations activities for SA.
    - ix. Collaborate with other officers to provide creative direction for the visual presentation of their events.
    - x. Actively participate in and support all SA functions.
7. The SA Parliamentarian shall:
  - a. Advise SA Cabinet and SA Senators on the SA Constitution.
  - b. Advise SA Senate and SA Cabinet of SA Parliamentary Procedure.

- c. Enforce the attendance policy as prescribed by the SA Senate including accurate records of absences and other behavioral violations.
  - d. Assist the SA Executive Vice President in putting together Senate meetings and responsibilities and in carrying out the SA Senate appointments.
  - e. Chair the SA Senate Bylaws Committee and, along with the committee, Review the SA Documents, including the Constitution, Bylaws, and Elections Manual annually, and propose changes to the SA Senate as needed.
  - f. Participate in and support SA functions.
  - g. Prepare the slideshow presentation that is to be used during SA senate meetings. Record attendance, call votes and count votes during senate meetings.
8. The SA Payroll Manager:
- a. Assist the SA Financial Vice President in duties.
  - b. Participate in and support SA functions.
  - c. Must serve for a minimum of two years, eventually taking over the SA Financial Vice President position.

### Section 3 – The SA Advisors

1. The Faculty Coordinator/Sponsor/Advisor shall:
  - a. Work with the SA cabinet on projects and keep them informed, guiding them in the decision-making process.
  - b. Works closely with the SA Senate and can speak when given permission by the SA Senate, and have veto power for decisions made by the SA Senate.
2. The Financial Advisor:
  - a. Work closely with the Financial Vice President to ensure that the financial policy of the university is being followed and that SA finances are properly recorded.
3. The Social Advisor:
  - a. Help the Social Vice President in completing tasks by giving suggestions as to limitations that he/her may not be aware of.
  - b. Inform the Social Vice President of pertinent information as relating to his/her job.
4. Other Faculty Advisors as deemed necessary:
  - a. Assist in making the operation of SA better and are assigned upon the approval of the SA president and Faculty Coordinator.

### Section 4 – SA Officer Special Elections

In the case of a vacancy of an elected SA Office, a special election may occur. The details of this special election are detailed in the SA Constitution

## ARTICLE III – THE SA LEGISLATIVE BRANCH

### Section 1 – Senator Duties

The duties of SA Senators shall be as follows:

1. Be present at all regular SA Senate meetings and any emergency sessions called. Any absences in excess of two per semester will be referred to the SA Executive Vice-President. A senator may have a constituent sit in their place for two meetings per semester after discussing each case with the Executive Vice President and/or the Parliamentarian at least twenty- four hours before any meeting. If a substitute is used more than once, the second and all subsequent times will result in an absence on the record for the senator. In addition, substitution is not allowed in the last two meetings of the year, not including the end-of- year outing, or stipend will be adjusted, per the judgement of the Executive Vice President and Parliamentarian.
2. Have opportunities to propose and research legislation.
3. Serve as members of various SA Senate Committees.
4. Familiarize themselves with their constituents, ensuring that they serve as a conduit of student concerns and ideas to the SA Senate as a whole.
5. Guard the interests of their constituents by promoting legislation and approving funding for such SA projects that will be beneficial to their constituents.
6. Serve as a liaison between their constituents, SA, and the University.
7. Review and approve funding plans, including the SA budget and other SA projects as needed, in person.
8. Assist at SA social events when requested to do so.
9. Be prepared to give updates during SA Senate meetings about any concerns or problems that have arisen in their SA Legislative Districts.
10. Have the sole power to make motions and take other such procedural and/or parliamentary actions in the SA Senate.
11. Give permission, upon consulting the Executive Vice-President, for any SA General Assembly member to address the SA Senate with a simple majority vote of approval from the SA Senate. Such said SA General Assembly member shall follow normal rules of protocol.
12. Send minutes via email to constituents within two days of every SA Senate meeting.
13. Failure to abide by any of these duties may result in the adjustment or forfeiture of the stipend or their position.

### Section 2 – SA Senate Committees

#### *Initiation of Removal Process*

Any leader of the Student Association may submit a written complaint stating the reasons for a senator's Removal. The executive Vice President shall review the request. If deemed valid, the Removal Task Force shall convene to review the matter.

#### *Removal Task Force Composition*

The Removal Task Force shall consist of the SA Sponsor, President, Executive Vice President, Parliamentarian, Secretary, and Committee Chairs. The Task Force shall review the complaint, gather relevant information, and provide the senator in question with an opportunity to respond. The senator shall be invited to appear before the Task Force to address the concerns raised. *Decision and Voting* After deliberation, the Removal

Task Force shall vote on whether to recommend removal.

A two-thirds (2/3) majority vote of the Task Force is required to recommend removal. The recommendation shall then be presented to the Senate for a final vote. A two-thirds (2/3) vote of the Senate shall constitute removal from office. *Vacancy and Replacement* Should a senator be removed, the vacant seat shall be filled according to the procedures outlined for Senate

1) Operations of Senate Committees:

- a. The committees listed in this section must be active each year, but the duties of committees may be provisionally merged or adjusted at the discretion of the SA Executive Vice President for the duration of their term.
- b. Provisional committees may be created for the duration of the Executive Vice President's term.
- c. The SA Executive Vice President, in consultation with the SA Parliamentarian and SA Secretary, shall decide the membership of each specific Senate Committee.

1) The duties of the SA Senate Social Committee shall be to:

- a) Assist in promoting SA as a whole to the SA General Assembly and other organizations.
- b) Plan and execute events that promote SA Senate to the SA General Assembly

President and Parliamentarian.

2) The duties of the SA Senate Bylaws Committee shall be to:

- a) All Chairs of committees on SA Senate are to make up the Bylaws committee.
- b) Review the SA Documents, including the Constitution, Bylaws, and Elections Manual yearly, along with the SA Parliamentarian, and propose changes to the SA Senate as needed.
- c) Be involved with the yearly formation of the SA Elections Management Task Force.
- d) Address specific ethical issues as deemed necessary by the Senate.
- e) Manage and inform candidates of running procedures and rules and enforce deadlines.
- f) Oversee SA Elections in the winter semester.
- g) Conduct investigations into the misuse of SA funds.

3) The duties of the SA Senate Finance Committee shall be to:

- a) Review the annual SA budget and report its general financial findings to the full membership of the SA Senate.
- b) Coordinate with the SA Cabinet in the re-distribution of funds, as necessary, during the academic school year.
- c) Assist SA Cabinet in the development of further sources of financial revenue for the SA.
- d) Manage the distribution of club appropriations to student organizations per semester based on eligibility requirements.
- e) Distribute the SA Senate Leadership/Merit Endowed Scholarship & SA International.
- f) Scholarship to deserving members of the student body.

- g) Audit the SA Vice President of Finance and the expenditures of Student Association.
  - h) Support the Scholarship in the pursuit of funding and contacts.
  - i) Ensure that the financial goals of the Scholarship fund are met.
  - j) Provide support for the Student Association Scholarship Board.
- 4) The duties of the SA Senate International Student Committee shall be to:
1. Advocate for international students by representing their interests, concerns, and perspectives within the SA Senate.
  2. Foster engagement and community by planning events and initiatives that support interaction within the international student population. Coordinate with the International Student Services Manager to effectively plan programming and stay informed about the current circumstances affecting international students both on campus and in the United States.
  3. Promote improvements to the international student experience by identifying and recommending enhancements to key areas of campus life, including (but not limited to) First-Year Experience, employment opportunities, housing, and overall student support services.
- 5) The duties of the SA Sustainability Committee shall be to:
- a) Research and develop long-term and short-term sustainability goals and strategies.
  - b) b. Serve as the primary liaison between Student Senate and campus administration/facilities on sustainability matters.
  - c) Monitor and follow up on previously passed sustainability proposals to ensure implementation.
  - d) Collaborate with relevant campus departments (Village Market, Housing, Dining, Facilities ect.) on eco-friendly policy changes.
  - e) Survey and collect student feedback on environmental concerns to bring to Senate.
  - f) Partner with existing campus clubs and organizations aligned with sustainability goals.
  - g) Maintain a record of all sustainability-related proposals, outcomes, and ongoing initiatives.
  - h) Present a semesterly update to Senate on the committee's progress and goals.
  - i) Educate and involve the student body through awareness campaigns and signage.

### Section 3 – Participation

SA Senate meetings shall occur every other week. Due to the time constraints this creates, the following procedures shall be taken:

1. Attendance of all participants, including senators, the exec vp, parliamentarian, and secretary shall be taken. Any tardy arrivals or absences will be recorded. Being tardy three times will be marked as one absence.
2. A senator may have a constituent sit in their place for two meetings per semester after discussing each case with the Executive Vice President and/or the Parliamentarian at least twenty-four hours before any meeting. If a substitute is used more than once, the second and all subsequent times will result in an absence on the record for the senator. Substitution is not allowed in the last two meetings of the year, not including the end-of year outing, or the stipend will be adjusted, per the judgment of the Executive Vice President and Parliamentarian.

3. Any absences in excess of two per semester will be referred to the SA Executive Vice President for subsequent penalties.

#### Section 4 – Additional Information

1. Each Senator shall serve on a minimum of one SA Senate Committee or one University Committee.
2. The SA Executive Vice President, in consultation with the SA Parliamentarian and SA Secretary, shall decide the membership of each specific Senate Committee.
3. The SA Executive Vice President shall nominate all Chairpersons of SA Senate Committees with a simple majority approval from SA Senate
4. The committees listed above must be active each year, however, additional committees may be created at the discretion of the SA Executive Vice President.
5. All senators may be asked to serve on specific University Committees, at the discretion of the Executive Vice President.
6. The size of the Student Senate shall be proportional to the official number of official undergraduate student enrollment as reported by the University. As enrollment increases or decreases, the number of Senators shall be adjusted accordingly to ensure fair and proportional representation of the student body.

## ARTICLE IV – THE SA MEDIA BRANCH

### Section 1 – SA Media Board Duties

The SA Media Board shall:

1. Review the performance of SA Editors/Producers and replace an Editor/Producer, if necessary.
2. Resolve conflict regarding content between the Editor/Producer and Advisor.
3. Require alterations to the content of specific media when necessary.
4. Approve new student media.

### Section 2 – SA Media Board Members

The SA Media Board shall be composed of the following members:

1. A faculty/staff chair, appointed by University President.
2. The University Vice President for Student Development.
3. The Chair of the School of Journalism & Communication, or designee.
4. The Southern Accent Advisor(s).
5. The Southern Accent Editor.
6. The Southern Memories Advisor(s).
7. The Southern Memories Editor.
8. The Strawberry Festival Advisor(s).
9. The Strawberry Festival Director.
10. The SA President.
11. The SA Executive Vice President.

### Section 3 – SA Media Branch Members

The SA Publications & Productions are:

1. The Southern Accent, the student newspaper which is published weekly.
2. Southern Memories, the student yearbook, is a literary and pictorial record of the current academic year, which is published in the spring of the year and distributed at the Strawberry Festival.
3. Strawberry Festival, a student multimedia production, is an audio and visual record of the current academic year, which is produced for a showing in the spring to the SA General Assembly.

### Section 4 – Duties

1. Southern Accent Editor:
  - a. Oversee the weekly production of the *Southern Accent*.
  - b. Propose a budget to the SA Financial Vice President due by the second week of the semester.
  - c. Organize a working staff.
  - d. Developing a working relationship (contract) with a printer.
  - e. Oversee all writing and editing of the *Southern Accent*.
  - f. Order production materials.
  - g. Assure that the SA *Southern Accent* Advisor has given approval to all content before publication.
  - h. Maintain and update the Accent webpage keeping it current.
  - i. Submit a staff payroll to the SA Financial Vice President.

2. Southern Memories Editor:
  - a. Develop a theme and a style for the Southern Memories, per Article VIII, Section 5
  - b. Propose a budget to the SA Financial Vice President.
  - c. Select a yearbook company.
  - d. Meet production deadlines.
  - e. Arrange underclassman pictures at first semester registration and arrange for senior portraits at a later date.
  - f. Appoint staff and submit a staff payroll to the SA Financial Vice President.
  - g. Distribute one *Southern Memories* to each student in the SA General Assembly.
  - h. Begin *Southern Memories* distribution at least two weeks before May Commencement.
  - i. Send *Southern Memories* to December graduates and others who purchase them.
  - j. Sell copies of *Southern Memories* to the University Office of Public Relations for distribution during the summer.
  
3. Strawberry Festival Director:
  - a. Develop a theme for the Strawberry Festival.
  - b. Submit a budget to the SA Financial Vice President due by the second week of the semester.
  - c. Oversee all operations for the yearly production of the Strawberry Festival.
  - d. Organize a production crew.
  - e. Recruit technical support specialists for the production of the Strawberry Festival.
  - f. Coordinate deadline schedules.

#### Section 5 – Compensation of Editors and Producers

1. The Editor-in-Chief of the Southern Accent will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she neglects to publish the number of newspapers that the editor has decided to print at the beginning of each semester in accordance with the Student Media Board. If the appropriate number of newspapers is not published, the Editor will forfeit the wages of any unpublished issues.
2. The Editor of the Southern Memories will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she misses their required deadlines. If any of the deadlines are missed the editor may forfeit his/her compensation in part each week that the deadline is outstanding, in order to ensure the Southern Memories is available for release at the Strawberry Festival. Any additional fees paid to the publisher due to time negligence on behalf of the Editor may result in garnishment from his/her compensation.
3. The Director of the Strawberry Festival will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she misses the required deadlines in order to produce the show. If the director does not meet the music and screening deadlines prior to the production of the show, the director may forfeit the wages that would compensate the Director during the time he/she did not fulfill his/her responsibilities.

## **ARTICLE V – AVAILABILITY AND CHANGES**

### **Section 1 – Availability**

The SA Bylaws must be easily accessible. Following any update, this document must be made available to the SA General Assembly and uploaded to the SA webpage.

### **Section 2 – Changes and Adjustments**

Changes and/or adjustments to the SA Bylaws can be suggested by any member of the SA Cabinet, SA Senate, Faculty, or SA General Assembly.

1. The Parliamentarian will review all proposed changes. These changes will then be brought forward for discussion with the faculty advisors. After they have been discussed and reviewed with the faculty advisors they will be brought forward to the senate for a vote.
2. Proposed changes that are not in accordance with Southern's code of conduct or are in conflict with the mission of Southern can be vetoed by the faculty advisors. All other changes will be reviewed and voted on in the Senate.

