



8-25-1995

Great Expectations | 1995-1996

Student Government Association

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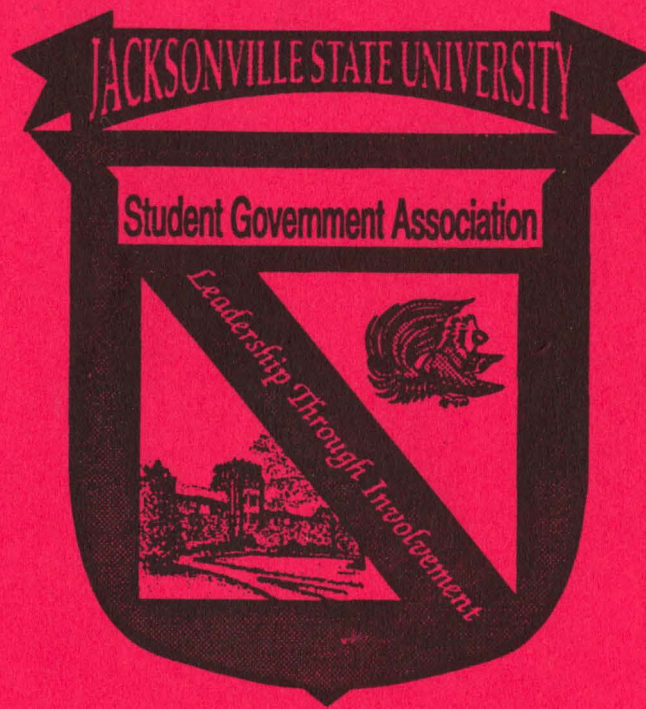
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1995/96

Great Expectations
Jacksonville State University
-SGA
1995-96



Great
EXPECTATIONS

Jacksonville State University
Student Government Association

1995-96

Great
EXPECTATIONS

**“There's talk on the street,
it sounds so familiar,
great expectations,
everybody's watching you.”**

-Souther, Henley, Frey



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Excellence by going far beyond
the call of duty, doing more
than others expect . . . this is
what excellence is all about.

It also comes from striving,
maintaining the highest
standards, looking after the
smallest detail, and going the
extra mile. Excellence means
doing your very best - In
everything - In everyway.

1995 Student Government Association Fall Retreat Stephenson Hall, August 25

3:00 Opening Session
(Gamecock Center)

3:30 Boundary Breaking
Planes, Trains, Cars, Bikes, & Boats

4:30 What Is It All About?!
BRoad Overview
BReakdown
BRainstorm

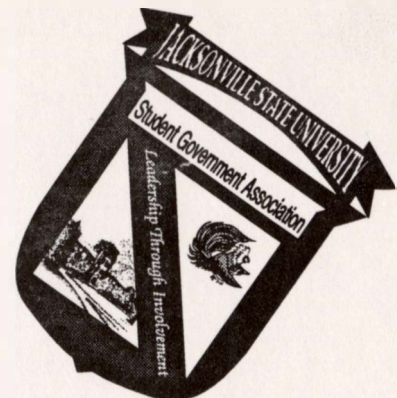
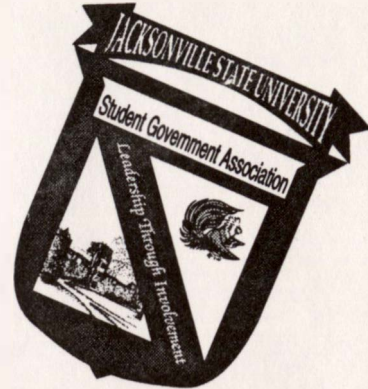
6:00 Pizza Party!!

7:00 Energizing with Eric!!

7:30 Parliamentary Procedure
Constitution/Code of Laws
Mock Debate
Bills/Resolution
Homecoming/Judicial

9:00 Where do I stand? Where do you stand?
Continuum

9:20 Closing Session
(Gamecock Center)

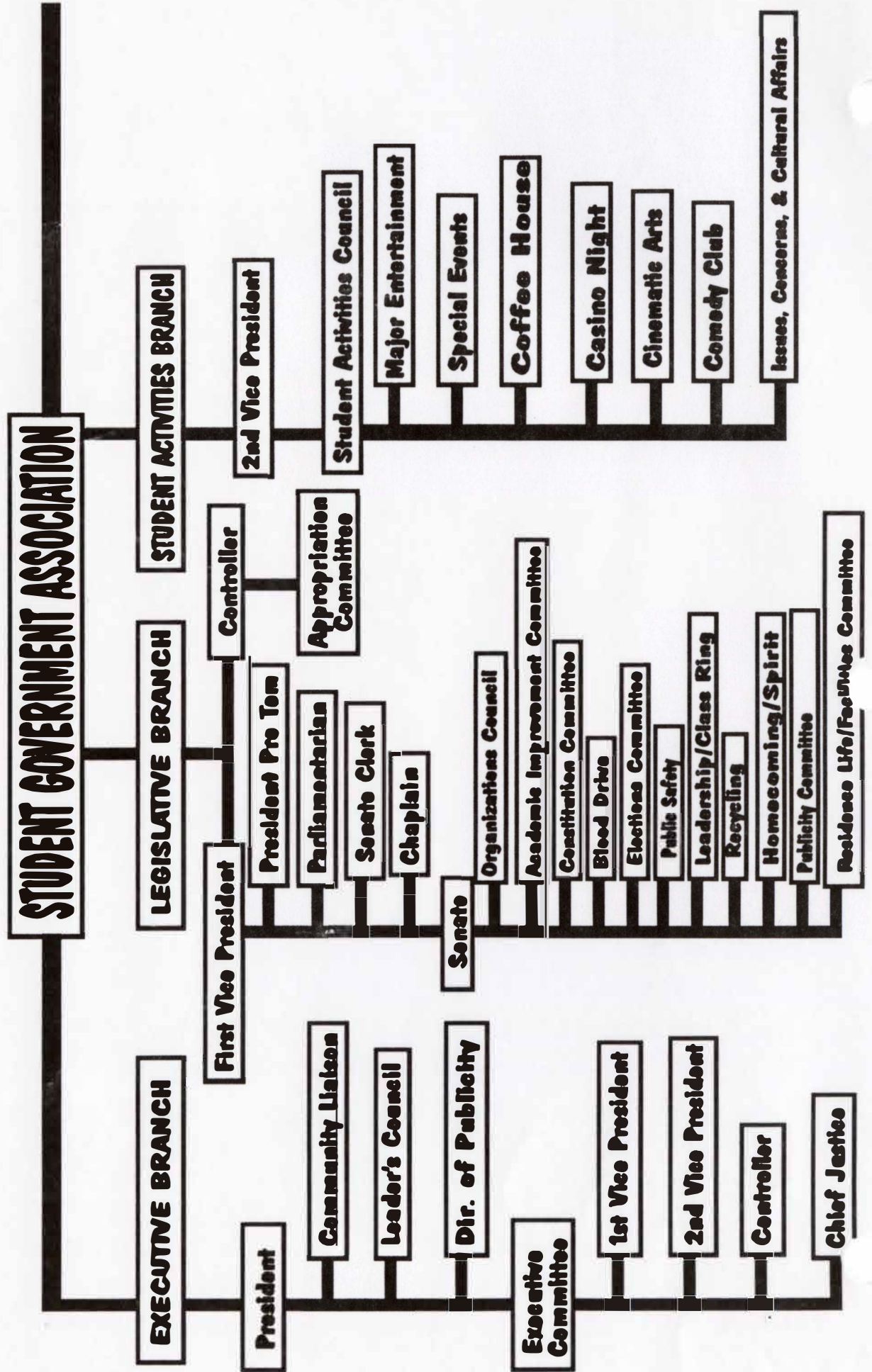


COLIN POWELL'S RULES

General Powell says he always tries to keep in mind a number of rules or thoughts to live by, which he has come upon over the years. Here are some of them:

1. It ain't as bad as you think. It will look better in the morning.
2. Get mad, then get over it.
3. Avoid having your ego so close to your position that when your position falls, your ego goes with it.
4. It can be done!
5. Be careful what you choose. You may get it.
6. Don't let adverse facts stand-in the way of a good decision.
7. Check small things.
8. Share credit.
9. You can't make someone else's choices. You shouldn't let someone else make yours.
10. Remain calm. Be kind.
11. Have a vision. Be demanding.
12. Don't take counsel of your fears or naysayers.
13. Perpetual optimism is a force multiplier. (In the military, one is always looking for methods of increasing or multiplying your forces.)

SGA ORGANIZATIONAL CHART



**"I will go anywhere
provided it is forward."**

-David Livingstone

**"The trouble with learning is that it's
always about stuff you don't know."**

-Dennis the Menace

**"The trouble with most of us is that we would
rather be ruined by praise than saved
by criticism."**

-Norman Vincent Peale

**"Even if you're on the right track,
you'll get run over if you just sit there."**

-Wil Rogers

**"Because they lack training, they lack
knowledge.
Because they lack knowledge, they lack skills.
Because they lack skills, they lack confidence.
Because they lack confidence, they lack
success."**

-Julius Caesar

GREAT EXPECTATIONS

“Real leaders are ordinary people with extraordinary determination.”

As a student leader, you are in a special position that should serve as a source of pride. It takes a special kind of person to be a leader.

With the title and related privileges, however, come various challenges and responsibilities that must be faced daily. Your role as a student leader should not be taken lightly. It is not an easy job.

More is expected from student leaders. As a student leader, you are expected to display a greater sense of responsibility, maturity, initiative, enthusiasm, commitment, reliability and determination. As a rule, people expect more from leaders.

THINKING LIKE A LEADER

Student leaders must develop a professional attitude by first learning to think like a leader. It is important that you become a role model, by setting an example and by setting the pace.

Student leaders are expected to be supportive of the institution they represent. It is vital that they practice this kind of professional attitude on the student level, by helping to enforce rules, policies and procedures. Real leaders realize that they are not above the law. They understand the importance of supporting university rules by adhering to them.

A student leader's communication to fellow students should always be positive & supportive.

“Whenever a person accepts a leadership position, he accepts with it the responsibility of supporting & advocating the philosophies, policies & procedures of the institution - and can expect the full support of the institution in return.”

-J. Paul Sticht

PROFESSIONAL ATTITUDE

“As senior class president, you have to uphold good moral standing. You have to always be aware that you are being looked at, always being judged.”

**-Stephanie Lambert
(Central Gwinnett High School)**

“A good leader takes a little more than his share of the BLAME, and a little less than his share of the CREDIT.”

-Arnold Glasgow

RESPONSIBILITY

“Personal accountability. Ability to act without guidance or supervision. Capable of making rational decions. Answerable for one's own behavior.”

-American Heritage Dictionary

“Personal accountability means taking the rap. It means not passing the buck. It means not making excuses and rationalizations.”

-Michael Lebeau

WINNING ATTITUDE

“Attitude is not a philosophy. It is not a strategy you can implement. It is a stance. It is a posture. It is a personal array of positions. It takes incredible strength and ability. There's no room for a display of bad attitude. All the brains in the world don't add up to a teaspoon of moronic loyalty. You've got to be tough and dense. And tough is almost as important as loyal. Get dumb enough and dense enough to do what needs doing.”

**-Stanley Bing
(Esquire Magazine, April 1991)**

“Don't Complain. Don't Explain.”

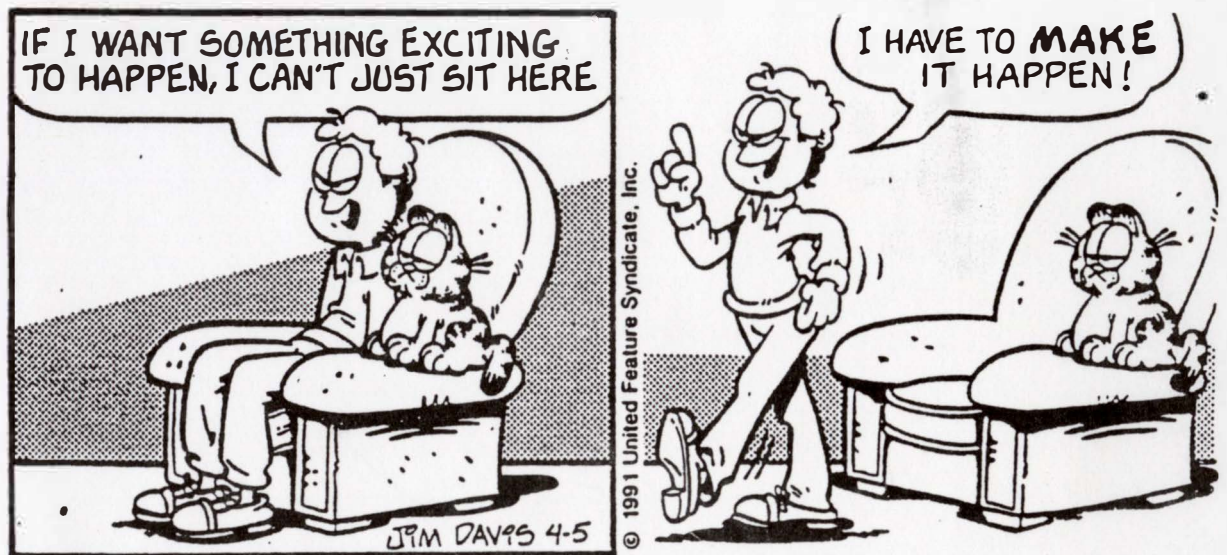
-Marcus Aerillius

“Just Do It.”

-Nike Advertisement

INITIATIVE

Leaders are easy to spot. They display an unwavering sense of initiative. Initiative can be defined as the power, ability or instinct to begin & followthrough energetically with a plan or task. Initiative requires determination. It requires taking the first step, making the opening move, jumping right in, getting things started. initiative requires willingness and consistency. It means being a self-starter and a self-motivator.



-Garfield (by Jim Davis)

INVOLVING OTHERS

“A good leader will not only develop strong supporters, but will encourage them to develop their own qualities of leadership. He will encourage them also to develop their creativity. For he will realize that, by delegating authority to others, he will only increase his own powers of accomplishment.”

-J. Donald Walters

“Be careful, or I'll include you in my plans.”

-Asheleigh Brilliant

LEADERSHIP & THE TEAM

"The true success of an undertaking depends more than anything else on the spirit of the people involved in it. And the spirit of those people is a reflection, always, of the spirit of its leader." -J. Donald Walters

(The Art of Supportive Leadership)

"You can buy a man's time; you can buy his physical presence at a given place; you can even buy a measured number of his skilled muscular motions per hour. But you cannot buy enthusiasm... You cannot buy loyalty... You cannot buy the devotion of hearts, minds or souls. You must earn these." -Clarence Francis



-Hagar the Horrible

A WISH FOR LEADERS

I sincerely wish you will have the experience of thinking up a new idea, planning it, organizing it and following it to completion, and then have it be magnificently successful.

I also hope you will go through the same process and have something "bomb out."

I wish you could know how it feels "to run" with all your heart and lose . . . horribly.

I wish you could achieve some great good for mankind, but have nobody know about it except for you.

I wish for your dreams to come true.

I wish you could find something so worthwhile that you deem it worthy of investing your life within it.

I hope you become frustrated and challenged enough to begin to push back the very barriers of your own personal limitations.

I hope you make a stupid mistake and get caught red-handed and are big enough to say those magic words, "I was wrong."

I hope that you give so much of yourself that some days you wonder if it's worth all the effort.

I wish for you a magnificent obsession that will give you reason for living and purpose and direction and power from within to do that which must be done.

I wish for you the worst kind of criticism for everything you do, because that makes you fight to achieve beyond what you normally would; that makes you earn the power of commitment, which is a sacred trust . . . a key to achievement.

I wish for you the experience of leadership.

-Earl Reum

Thoughts on Teamwork

"The only way to win is to get everyone involved.

Everyone on the team should possess the confidence that their individual efforts are important. Each individual person in the group possesses certain talents, skills and abilities that represent his or her own special contribution.

The success of the entire group depends on each person's unique individual involvement.

The group is complete when all its individual parts come together. It can be said, therefore, that the members of an effective group share a complementary relationship."

-Michael Lebeau

(University of Montevallo)

"In order to be successful, all team members must become subservient to the overall team goals."

-Hubie Brown

(Basketball Coach - Atlanta Hawks)



-Calvin & Hobbes

TEAM SPIRIT

“As active members of the same team, we must all support and encourage each other. We must be willing to help each other whenever needed. We must always put forth our best effort. We must expect the best of each other. We need to reassure and reaffirm the worthwhile contributions of our fellow members. And we must display an attitude that shows we are glad to be a part of the team.”

-Michael Lebeau

(University of Montevallo)

“Leadership implies running at the head of the pack, and not driving it from behind. A supportive leader asks nothing of them that he would not first do himself. Such a leader feels himself at one with his team, not superior to them. He knows that he and they are simply doing a job together.”

-J. Donald Walters

PARTICIPATION

“Leadership means involving others.”

-J. Donald Walters

Effective leaders have the ability to encourage the participation and involvement of the whole group. They understand that it is detrimental to the group for anyone to be left out. A good leader will foster an open and accepting environment where all members feel a sense of belonging.

ENCOURAGEMENT

“People who feel good about themselves produce good results.”

-Blanchard & Johnson

Leadership involves the ability to give encouragement to each of the members of the group. People in a group must not only feel as though belong, but they must also feel important. To be successful with people, it is vital that a good leader become genuinely interested in the people in the group. It is necessary to become a good listener, talk about the other person's interests, and to encourage others to talk about themselves.

EMOTIONAL WISDOM

People skills practiced by effective leaders require a certain kind of "emotional wisdom." This "wisdom" includes the following:

1. The ability to accept people as they are, not as you would like them to be,
2. The capacity to approach people, relationships and problems in terms of the present rather than the past.
3. The ability to treat those you are close to with the same courteous attention you extend to strangers and casual acquaintances.
4. The ability to trust others even if the risk is great.
5. The ability to do without constant approval and recognition from others.

-Bennis & Nanus
(Leaders)

MOTIVATIONAL SKILLS

It is the responsibility of an effective leader to provide ongoing motivation to the members of the group. On a daily basis, motivating people means gaining cooperation in the completion of tasks, establishing positive attitudes, and making people feel good about themselves and their tasks. Motivation means helping people reach their full potential.

CHEERLEADING

Sometimes "cheerleading" is your most important role. As a leader, you are responsible for morale. To be a good motivator, you must set the mood, set the pace, set the energy level. You are the one who initiates and stimulates activity. You are the one who sparks interest. To be a good motivator is to realize the importance of enthusiasm.

**"The speed of the leader determines
the rate of the pack."**

-Great Quotations inc.
(Motivational Quotes)

ENTHUSIASM

It is vital to the ongoing performance of the group to maintain a sense of urgency and excitement. It is the leader who continues to communicate this attitude of zeal that is able to make everything the group does more like fun and games. Effective leaders realize that a sense of vitality and passion fuel the activity of any group. Most importantly, enthusiasm is contagious. If a leader displays an attitude of enthusiasm, the positive effects will be passed on to all members of the group.

“Enthusiasm is one of the most powerful engines of success. When you do a thing, do it with all your might.

Put your whole soul into it.

Stamp it with your own personality.

Be active, be energetic, be enthusiastic and faithful, and you will accomplish your objective.

Nothing great was ever achieved without enthusiasm.”

-Ralph Waldo Emerson

WINNING ATTITUDE

“Everyone is a potential winner.”

-Blanchard & Johnson

Everyone likes to think of themselves as winners. To be a good motivator, you must view individuals as winners. It is important to appeal to each individual's dominant need to be a winner . . .

**. . .to be a PART of something
(A Sense of BELONGING)**

**. . .to STAND OUT
(A Sense of IMPORTANCE)**

IMPORTANT JOB

“People must believe the task is inherently worthwhile if they are to be committed to it . . . Only if you get people acting, even in small ways, the way you want them to, will they come to believe in what they're doing.”

-Peters & Waterman

(In Search of Excellence)

PRACTICAL WAYS TO MOTIVATE PEOPLE

Recognition

- Show genuine appreciation of a task well done.**
- Acknowledge a person's accomplishments by telling them.**
- Point out a person's accomplishments to others.**
- Compliment someone in front of others.**
- Emphasize a person's success.**
- Don't dwell on the failures.**
- Criticize constructively.**
- Criticize privately.**
- Give credit where credit is due.**

Rewards

- Give out prizes.**
- Send letters or notes of appreciation.**
- Take the person to lunch.**
- Promote the person to a higher position or one with more responsibility.**

Involvement

- Allow the person to initiate his ideas or plans.**
- Allow the person to have important input into decision making.**
- Let the person know you feel he is important, by telling him, asking his opinion, and telling him you missed him when he wasn't present.**
- Listen with interest to what others have to say.**
- Make sure people understand the mission and goals of the group.**

Interesting

- Allow the person to do tasks in his area of interest.**
- Allow the person to try new ideas.**
- Don't always assign tasks that are dull and repetitive.**

TEAMWORK

Build a sense of teamwork through pride and recognition. Two of the greatest team builders of the century were college football coaches, who's advice, from their years of experience, are quoted below:

"You make people feel they're with a special company, a special institution that's worth making sacrifices for. If you're the kind of guy we call the *we and us* people that can work with the group by being unselfish, benefits will accrue to you. If you have pride in your organization you can get people to do anything."

**-Joe Paterno
Penn State**

"I'm just a plowhand from Arkansas, but I have learned how to hold a team together. How to lift some men up, how to calm down others, until finally they've got one heartbeat together, a team. There's just three things I'd ever say:

If it goes bad, I did it.

If it goes semi-good, we did it.

If it goes real good, then you did it."

**-Paul Bear Bryant
Univ of Alabama**

THE MOST IMPORTANT WORDS

The SIX most important words are:

I ADMIT I MADE A MISTAKE

The FIVE most important words are:

YOU DID A GOOD JOB

The FOUR most important words are:

WHAT IS YOUR OPINION?

The THREE most important words are:

LET'S WORK TOGETHER

The TWO most important words are:

THANK YOU

The SINGLE most important word is:

WE

**-Quoted by Dr. Michael LeBoeuf
*(The greatest Management Principle in the World)***

CONSTITUTION OF THE JACKSONVILLE STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

Preamble

We, the students of Jacksonville State University, in order to take a responsible part in the decision making processes of the university at large and in fulfillment of the right to participate in the governance of the University, and in recognition of the responsibilities inherent in such a right, do hereby set forth this Constitution of the Jacksonville State University Student Government Association. Furthermore, let it be known that the right to representation and participation in this government and its activities shall in no way be denied or restricted on the basis of field of study, group affiliation, religion, race, color, national origin, gender, sexual orientation, or handicap. By the authority granted to us by the Board of Trustees and University President, do ordain and establish this Constitution for the students of Jacksonville State University.

Article I
Name of Organization

This government shall be known as the Jacksonville State University Student Government Association, hereafter referred to as the SGA.

Article II
Declaration of Purpose

The purpose of the Student Government Association shall be:

1. to protect and defend the rights and responsibilities of University to the students and the students to the University
2. to represent and provide a sound democratic student government to promote student interests in the decision-making processes of Jacksonville State University and foster a spirit of unity among students
3. to present views and strive towards a better understanding between administration, faculty, and students
4. to fulfill, to the best of our ability, the wants and needs of the entire student body
5. to develop, coordinate, and execute activities and services for the benefit of the students
6. to facilitate due process in an attempt to advance the academic and social standards of the University and awareness of the responsibilities inherent with membership in the University community and provide input for judicial procedures
7. to provide the students with the means to vote for their representative officials through general elections
8. to cultivate and maintain leadership among the students

CONSTITUTION OF THE JACKSONVILLE STATE UNIVERSITY
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4. To submit to the Student Senate for approval the proposed budget for the following year.
5. To recommend students to serve on the University, Faculty, and Senate committees.
6. To appoint members to the Student Judiciary Council and fill vacancies on the council with the consent of two-thirds of the Executive Board and the Student Senate.
7. To appoint a Presidential Cabinet for advisement at his/her discretion.
8. To appoint executive assistants to aid in the performance of executive duties as needed.
9. To remove from office with approval of the Senate any Executive officer which he has appointed.
10. To call and chair meetings of the Student Executive Board, Student Body, Student Senate, University Program Council, Organizations' Roundtable, or Joint Legislative Sessions of any of the aforementioned.
11. To form temporary Executive committees when necessary to investigate problems in the executive level.
12. To meet regularly with the University President, Student Affairs staff and faculty.
13. To maintain an active seat on the Presidents' Council of Student Government Presidents across Alabama.
14. To serve as an ex-officio member of the Board of Trustees in accordance with the Executive Order Number 23 from the Governor of the State of Alabama issued from October 29, 1971.
15. To review all Student Senate resolutions and proposals with the option of signing the resolution, withholding his signature, or vetoing the resolution in whole or in part.
16. To address the Student Senate not less than twice each semester as prescribed by statute.
17. To request interpretation of the Constitution or the Code of Laws by the Student Judiciary Council.

Section 5. **The First Vice President** shall serve as the president for the Student Senate and shall be elected by a majority of the student body voting at a general election under the qualifications as prescribes by statute. The First Vice-President shall have the following powers and duties:

1. To recommend for approval, as described by law, officers such as the President Pro-Tempore, Secretary, and Parliamentarian for the Student Senate whose duties are prescribed by statute.
2. To recommend to the Student Senate for approval an Elections Clerk who is not a Senator whose duties are prescribed by statute.

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3. To appoint Senators to fill vacancies that may arise during the course of his/her term in office, provided that such appointments are confirmed by a majority approval of the Student Senate.
4. To call and preside over meetings of the Student Senate and to cast a vote only in order to break a tie.
5. To assume responsibility for execution of Senate procedure as outlined by statute.
6. To appoint with approval of the Student Senate, chairpersons to each Senate standing committee, and ensure that each Senator is an active member of not less than one standing committee.
7. To follow up on the intent of Senate legislation and policy concern by meeting with university officials as deemed necessary.
8. To attend Student Executive Board meetings as called by the President.
9. To perform such duties as the President might request of him.
10. To execute the powers and duties of the Student Government Association President in the event that office becomes vacant.
11. To organize a training session yearly for Student Senators and Committee Chairpersons.

Section 6. **The Second Vice President** shall serve as President of the Student Activities Council and shall be elected by a majority vote of the student body at a general election under the qualifications prescribed by statute. The Second Vice President shall have the following powers and duties:

1. To appoint Student Activities chairpersons in conjunction with the consent of the Student Senate.
2. To call and preside over the meetings of the Student Activities Council.
3. To organize a training session for the Student Activities chairpersons.
4. To present a budget request to the President for implementation in the Student Government Association budget.
5. To assume responsibility for all student activities sponsored by the Student Government Association.
6. To attend Student Executive Board meetings as called by the President.
7. To assume responsibility for all Student Activities Council procedures as outlined by statute.
8. To meet regularly with Student Affairs staff designated to work with the Student Government Association and any other University officials when necessary to coordinate events.

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Section 7. The Controller shall be elected by a majority vote of the student body at a general election under the qualifications as described by statute. The controller shall have the following powers and duties:

1. To maintain accurate records of budget expenditures and to ensure compliance with the approved annual budget.
2. To present a weekly report to the Student Executive Board in the status of Student Government accounts.
3. To present a monthly report to the Senate on the status of Student Government accounts, as prescribed by statute.
4. To ensure that all purchase requests are processed in a timely manner.
5. To attend all Student Executive Board meetings as called by the President.
6. To attend all Appropriations Committee meetings and insure that all allocation regulations are in compliance.
7. To attend all Appropriations Chairperson with a majority consent of the Student Senate.

Section 8. **The Chief Justice** shall be one of the sitting Justices, elected by the current Student Judiciary Council following the Spring elections as prescribed by statute. The Chief Justice shall have the following powers and duties:

1. To call and preside over meetings of the Student Judiciary Council in accordance with the Code of Laws.
2. To maintain a seat on the University Values Council.
3. To attend Student Executive Board meetings as called by the President and make any reports as deemed necessary.
4. To swear in the newly-elected Student Senators at a time designated by statute.
5. To swear in Justices as they are appointed to serve on the Student Judiciary Council.
6. To be knowledgeable of the Constitution and the Code of Laws, and the cases heard, and decisions and interpretations rendered by the Student Judiciary Council.
7. To be knowledgeable of the original intent of the writers of this Constitution.

Article VI
Legislative Branch

Section 1. All legislative power shall be vested in the Student Senate.

Section 2. The Student Senate shall consist of elected members known as Senators. The Senators shall be apportioned among the several schools of the university as determined by law.

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Section 3. The First Vice President shall be a member of the Senate and shall serve as he President of the Senate. The President of the Senate shall recommend to the Senate for approval by majority vote a Senator to serve as President Pro-Tempore.

Section 4. The selection of other officers and their duties shall be by statute.

Section 5. The Student Senate shall act in accordance with the process established by statute.

Section 7. A Presidential veto may be overridden by a two-thirds majority of the Student Senate.

Article VII
Student Activities Council

Section 1. The Student Activities Council shall be established to provide and coordinate student entertainment, activities, and programming.

Section 2. It shall be composed of student chairpersons who shall be selected in a manner prescribes by statute.

Section 3. The Second Vice President shall be President of the Student Activities Council.

Section 4. The Student Activities Council shall act in accordance with the process established by statute.

Article VIII
Student Judiciary Council

Section 1. All judicial powers of the Student Government Association shall be vested in the Student Judiciary Council.

Section 2. The Student Judiciary Council shall be made up of members called Justices. There shall be nine justices selected to represent the freshman, sophomore, junior, senior, and graduate classes and shall serve for the remainder of their career at Jacksonville State University while meeting the requirements found in the Code of Laws. The Justices shall be selected by the President of the Student Government Association according to statute and with the consent of two-thirds vote of the Executive Board and the Student Senate.

Section 3. The Student Judiciary Council shall have the power:

1. To have sole jurisdiction in all cases involving the interpretation of this Constitution, or the Code of Laws.

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2. To hear all cases involving the violation of this Constitution or the Code of Laws.
3. To render within one week, upon written request, a written interpretation of any part of this Constitution or the Code of Laws.
4. To issue writ of mandamus, prohibition, or quo warranto, or any other writ necessary and proper to the complete exercise of its jurisdiction.

Section 4. The power of the Student Judiciary Council shall extend to all persons and organizations under the jurisdiction of this Constitution, as defined by statute.

Section 5. The Justices of the Student Judiciary Council shall serve as the student members of the University Values Council, as determined by the Chief Student Affairs Officer.

Section 6. The Student Judiciary Council shall conduct its meetings in accordance with its Rules of Procedure as defined by statute and in accordance with established precedents.

Article IX
General Provisions

Section 1. The Student Senate, Student Judiciary Council, and Student Activities Council shall meet in Joint Session at the call of the Student Government Association President at least once each semester, to discuss matters of mutual concern and shall have power to present bills to the Senate and other such posers as granted by statute.

Section 2. There shall be a council of student organizations, to be known as the Organizations' Council. This council shall include the presidents, or such person as shall be appointed, of every student organization recognized by the Senate. The Council shall have the power to present bills to the Senate and other such powers as granted by statute.

Section 3. Every person, elected or appointed, and every organization under the jurisdiction of this Constitution shall meet and maintain all qualification as prescribed by statute.

Section 4. Quorum, as defined by statute, must be determined before any action may be taken by any branch or agency of the Student Government Association.

Section 5. Elections shall be held in a fair and timely manner as prescribed by statute.

Section 6. All meetings shall be conducted with decorum and in

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accordance with such rules of order as shall be established by statute, insofar as these rules do not conflict with this Constitution.

Section 7. Any holder of any office created by this Constitution or the Code of Laws may be removed for misfeasance, malfeasance, or nonfeasance while in office by the Student Judiciary Council or by such method as provided by statute. The senate shall have appellate jurisdiction as provided in the Code of Laws.

Section 8. The Student Government Association President shall be succeeded by the First Vice President, and if that office is simultaneously vacant, by the Second Vice President. If a vacancy occurs in the office of First Vice President, the President Pro-Tempore of the Senate shall exercise the duties of this office until a special election can be held. If a vacancy occurs in the office of Second Vice President, the President shall appoint a temporary replacement from the Student Activities Council until a special election can be held. Any other Vacancy shall be filled as provided by statute.

Section 9. An amendment to the Constitution may be proposed by two-thirds vote of the Senate, by a Joint Session, by the Organizations' Roundtable, or by a petition bearing the signatures of five percent of the full-time student body. A Proposed amendment must receive a majority of the votes cast at a student referendum to become effective. Proposed amendments must be prominently displayed, in accordance with the Code of Laws.

Article X
Ratification

This Constitution of the Jacksonville State University Student Body shall become effective upon the first day of May , 1994, providing that it receives a majority of the votes cast by the Student Senators and to be followed by a University wide referendum the Fall Semester, 1994.

A Bill of the Student Senate
1994-1995
Title I
Code of Laws

Chapter 100
Jurisdiction

- 100.1 All laws and resolutions of the Student Government Association shall be codified and properly maintained by the person so designated by the Student Executive Board. All legislative measures will be published according to general topics by title and chapter.
- 100.2 The following shall be the titles and chapters of this Code of Laws:
- | | | |
|------------|-------------------|--------------------------------|
| Title I | Chapter 100-199 | Code of Laws |
| Title II | Chapter 200-299 | Executive Branch Laws |
| Title III | Chapter 300-399 | Legislative Branch Laws |
| Title IV | Chapter 400-499 | Judicial Branch Laws |
| Title V | Chapter 500-599 | Student Activities Branch Laws |
| Title VI | Chapter 600-699 | Finance Laws |
| Title VII | Chapter 700-799 | Election Laws |
| Title VIII | Chapter 800-899 | Student Organization Laws |
| Title IX | Chapter 900-999 | General Laws |
| Title X | Chapter 1000-1099 | Resolutions |
- 100.3 The jurisdiction of this Code shall extend to the entire Student Government Association, including all of its offices, elected or appointed, and its agencies, branches, committees, and members, and organizations or individuals participating in its events, activities, and programs.
- 100.4 This Code shall be superior to any governance, except the Student Body Constitution, which may be enacted by any discussion of the Student Government Association.
- 100.5 Violation of any law contained herein, or any law otherwise passed by the Senate, shall cause the violation to be subject to prosecution.

Title II
Executive Branch Law

Chapter 200
The Student Executive Board

- 200.1 There shall be a Student Executive Board in accordance with Article V, Section 1-3 of the Constitution of the Jacksonville State University Student Body.
- 200.2 The Student Executive Board shall consist of the President, the First Vice President, the Second Vice President, the Chief Justice, and the Controller, and they shall be voting members. The Student Executive Board shall also consist of non-voting members, as outlined in these Codes.
- 200.3 The Student Executive Board shall meet at least once a week.

Chapter 201
Office of Publicity

- 201.1 The Office of Publicity is an executive agency responsible for publicizing the events and activities of the Student Government.
- 201.2 The duties of the Office of Publicity include:
- A. Coordinating publicity for the Student Government Association.
 - B. Designing all printed materials, placing all advertisements, and overseeing all publicity for the Student Government Association.
 - C. Working with the Executive Board and SAC Committee Chairpersons to develop publicity campaigns for programs and events.
 - D. To attend all meetings of the Student Activities Council. He/she shall not be a member of any Student Activities Committee.
 - E. To coordinate and publish news articles, announcements, and advertisements for the Student Government's newspaper The Delegate.
- 201.3 The Director of the Office of Publicity is appointed by the SGA President and subject to Senate confirmation.
- 201.4 The Director of the Office of Publicity shall have a cumulative GPA of at least 2.3 and be a sophomore in academic standing.
- 201.5 The Director of the Office of Publicity shall be a non-voting member of the Student Executive Board.

Chapter 202
Executive Assistant to the President

- 202.1 The Executive Assistant to the President shall be a non-voting member of the Executive Board.
- 202.2 The Executive Assistant to the President is appointed by the SGA President and subject to Senate confirmation.

- 202.3 The Executive Assistant to the President shall be a Senator. No person shall hold this office while simultaneously serving as a member of the Executive Board.
- 202.4 The Executive Assistant to the President shall have a cumulative GPA of at least 2.25.
- 202.5 The duties of the Executive Assistant include:
- A. To attend meetings or University functions as the representative of the SGA President in his absence.
 - B. To report to the Executive Board in the absence of the President.

Chapter 203
Office of Student Organization Affairs

- 203.1 The Office of the Student Activities shall be responsible for all relations with University Recognized Organizations. The Office shall maintain the Organizations Council.
- 203.2 The Director of the Student Organization Council shall be appointed by the President of the Senate, and subject to Senate confirmation.
- 203.3 The Director of the Student Organization Council shall be a non-voting member of the Student Executive Board.
- 203.4 The duties of the Director of the Student Organization Council include:
- A. Preside over all meetings of the Organization Council.
 - B. The Council shall meet at least once a month.
 - C. Coordinate and review all bills and resolutions which come from the Council for Senate review.
 - D. Coordinate all news articles, announcements, and advertisements from the Council for publication in the Student Government's newspaper The Delegate.
 - E. Report all news articles, announcements, and advertisements to the Director of Publicity.
 - F. To advise the SGA First Vice President on all matters concerning University Recognized Organizations.

Chapter 204
Office of Chaplain

- 204.1 There shall be established the Office of Chaplain of the

SGA.

- 204.2 The duties of the SGA chaplain are:
- A. To issue, on behalf of SGA, sympathy to members of the Jacksonville State University family in times of loss.
 - B. To be the SGA liaison to the University Ministers and the Student Ministries.
 - C. To offer a moment of silence or a non-denominational, inspirational message before official S.G.A. functions.
- 204.3 The Chaplain shall be appointed by the SGA First Vice President and confirmed by the Senate.

Title III
Legislative Branch Laws

Chapter 300
Regular Session

- 300.1 The regular session of the Senate shall begin no later than the first Monday after the first day of class each Fall & Spring semester.
- 300.2 The Senate shall meet each week in Theron Montgomery Building Auditorium at 6 pm on Mondays. All meetings shall be open to the public.
- 300.3 The Senate may alter the time and place of a particular meeting by majority vote one week previous.

Chapter 301
Membership

- 301.1 All students enrolled at Jacksonville State University are eligible to be Senators. A candidate for Senate must have a cumulative GPA of at least 2.0 and must maintain this average throughout his/her term.
- 301.2 The Senate shall be limited to 35 voting Senators.
- 301.3 The term of office for a Senator shall be from the time he/she takes the oath of office until the day following the oath being taken by the newly elected Senators.
- 301.4 A Senator shall be permitted two (2) absences per semester with two (2) tardies being considered one (1) absence. A tardy will be given to any Senator who misses Roll Call. An absence may be deemed acceptable if extenuating circumstances are present. Extenuating circumstances shall be decided by the S.G.A. Executive Board. The Senator has

one week after his/her third absence to meet with the S.G.A. Executive Board. Should the Senator fail to meet with the Executive Board within the allotted time, his/her seat will be reappointed.

- 301.5 Senators, Chief Justice, & Associate Justices shall take an oath of office no later than the second meeting after their election/confirmation. The oath of office shall be administered by the Chief Justice. The Chief Justice's oath shall be administered by the S.G.A. President.
- 301.6 The Oath of Office shall be as follows:
I (name of individual) do solemnly swear (or affirm) to uphold the J.S.U. S.G.A. Constitution & Code of Laws and to serve the students of Jacksonville State University to the best of my ability in my capacity as (office) of the (S.G.A./S.J.C.).

Chapter 302 Senate Vacancies

- 302.1 At the SGA meeting the President of the Senate will announce an opening on the Senate.
- 302.2 During the week nominations will be given to the Senate Clerk by Committee heads or Senators.
- 302.3 The 1st SGA meeting after the announcement of the open seat, those nominations will be posted and the floor open to other nominations. To be nominated a person must have the same qualifications as if running in an election for Senator and must have filled out a Senate Interest form two weeks prior to nominations. These forms shall be held by the President of the Senate.
- 302.4 Once the floor is closed for nominations all nominees will stand and introduce themselves and give a 2 minute statement on why they think he or she would make a good Senator. The following week, copies of the Senate Interest form will be made available for all Senators to review.
- 302.5 The 2nd SGA meeting after announcement, each nominee will once again have 2 minutes to tell how he/she would be a good Senator. Questions can be asked by Senators at the end of each nominee's speech. Questioning will be limited to 5 minutes per nominee.
- 302.6 Voting on Senators will go one vacancy at a time. The vacancy must be filled by a nominee by a clear majority of the Senators present at the meeting (Quorum will apply). A clear majority shall be defined as 50% + 1 of the Senators

present and voting at the Senate meeting.
If no clear majority is reached then the top 3 nominees will be asked back for questioning.

- 302.7 After questioning the nominees will leave the room for voting until a clear majority is reached or tabled. The newly elected senator shall take the oath of office at that meeting so becoming fully instated.

Chapter 303 Officials

- 303.1 The President of the Senate shall appoint, with the consent of the Senate, a Parliamentarian, no later than the second meeting after the Spring Elections. The Parliamentarian shall insure that the rules of procedure as established by statute, and the general rules for Parliamentary procedure as found in Robert's Rules of Order, are followed. The President of the Senate shall name an Acting Parliamentarian to serve at the first meeting and until a Parliamentarian shall be chosen.
- 303.2 The President of the Senate shall appoint, with the consent of the Senate, a Clerk. The Clerk shall take minutes of every meeting and shall receive and number all proposed bills and resolutions. The President of the Senate shall appoint an Acting Clerk to serve at the first meeting and until a Clerk shall be chosen. The Clerk shall also read all Bills and resolutions.
- 303.3 The President President Pro-Tempore, shall be nominated by the Senate, from among the members of the Senate, and shall be approved by the Senate. The President Pro-Tempore shall preside at meetings of the Senate when the President is absent. The Senate shall nominate and elect a President Pro-Tempore no later than the second meeting of the Fall semester.
- 303.4 The President shall appoint an Elections Clerk, with the consent of the Senate, as specified in Article V, Section 2, of the Constitution of the SGA. The Elections Clerk shall conduct all SGA elections, with the assistance of the Elections Committee. The Senate Elections Committee shall be under the direction of the Election Clerk and shall maintain no chair.

Chapter 304 Forms of Legislation

- 304.1 Bills shall be legislative proposals to appropriate monies, adopt statutory amendments and revisions, and other legislative proposals as provided by law.

- 304.2 A Resolution shall be a formal expression of the will, opinion, or intent of the assembly. It shall bear a superscription that shall clearly identify the Sponsor(s). It shall, in its body, express the basis for the assembly's expressed will, opinion, or intent.
- 304.3 All bills presented to the Senate for consideration shall be numbered by the Secretary or Clerk. Each proposed bill shall be designated by a number preceded by SB (e.g. SB1). A Bill passed by the Senate shall be designated by a title, number, and incorporated in the Code of Laws. The numerical designation shall be in the form of "academic year - number" (eg., 94-95-01). The Secretary or Clerk shall be the only person authorized to number bills.
- 304.4 All resolutions presented to the Senate for consideration shall be numbered by the Secretary or Clerk. Each proposed resolution shall be designated by a number preceded by SR (e.g., SR1). A resolution adopted by the Senate shall be designated by a number in form "R" - academic year - number (e.g., R-94-94-01), and may be titled. The resolution shall then be incorporated into Title X of the Code of Laws.
- 304.5 Bills shall be considered as provided by law in Chapter 304 of Title III of this Code. A Bill shall be presented to the Senate Secretary who shall read it to the assembly. The Bill, after the first reading, shall be referred by the President to the appropriate committee. The committee, when they have considered the Bill and made any changes which they feel to be necessary, shall report the Bill to the Senate. The Secretary shall enroll the reported Bill on the Calendar of Bills, to be considered later at the meeting. At least one week must elapse between the Bill's first reading and its report by committee.

Chapter 305
Rules of Procedure

305.1 Definitions:

Calendar of Bills - the official list of all bills reported favorably out of committee, in consecutive order, to be considered by the Senate.

Calendar of Executive Business - the official list of all items of business put to the Senate by the SGA President or Student Executive Board concerning nominations or policies and the executive business of the Senate, such as approval of Senate officials.

305.2 The Senate shall observe the following Rules in conducting its business:

I. The Order of Business shall be:

1. Opening, moment of silence or a non-denominational, inspirational message, and Reception of Messages
2. Consideration of Business on the President's Table
3. Reports of the Committees
4. Reports of the Student Body
5. Old business of the Senate
6. New business of the Senate
7. Introduction of Resolutions
8. Consideration of the Calendar of Bills
9. Consideration of the Calendar of Executive Business
10. Announcements
11. Adjournment

II. The session shall be opened by the President of the Senate, or the President Pro-tempore in the absence of the President. No motion may be entertained by the President until the session has been opened.

III. Immediately after the opening of the session, the President shall read to the members any messages received for the Senate. This shall include any Bills objected to by the SGA President.

IV. Upon the reading of a message from the SGA President pertaining to a Bill to which he/she objected, the Bill in question may be laid on the table for consideration in this session, postponed for consideration at another session (in which case it shall be laid on the table until that time), or referred to committee. Any member may make one of these motions.

V. After all messages have been received by the members, the President shall present to the members any items on his table.

VI. A Bill reported favorably by committee shall be enrolled on the Calendar of Bills by the Secretary for consideration. A resolution reported favorably by committee shall be presented to the assembly for consideration.

VII. Any member who wishes to present a Bill to the assembly shall provide the Secretary with a copy of the Bill 24 hours before the meeting is called to order. At the time for the Introduction of Bills the President shall announce to the assembly each Bill to be introduced and the member or members sponsoring the Bill. After each Bill is announced by the President, the Secretary shall read the Bill. The President shall then refer the Bill to the appropriate committee. The Secretary shall insure that each member of the Committee shall receive an accurate copy of the Bill.

- VIII. Any member who wishes to present a Resolution to the assembly shall provide the Secretary with a copy of the resolution before the meeting is called to order. At the time for the Introduction of Resolutions the President shall announce to the assembly each Resolution to be introduced and the member or members sponsoring the Resolution . After each Resolution is announced by the President, the secretary shall read the Resolution. The President shall then either refer the Resolution to the appropriate committee or present it to the assembly for immediate action.
- IX. After all Bills and Resolutions have been introduced, the President shall direct the Secretary to read the first Bill on the Calendar of Bills to the assembly. Each member shall be provided with a copy of the Calendar of Bills.
- X. After the Calendar of Bills has been considered, the President shall direct the Secretary to read the Calendar of Executive Business.
- XI. The Secretary shall enroll on the Calendar of Executive Business any appointments from the SGA President presented to the Senate for their consent, the reports of committees pertaining to such appointments, and such items as proposed amendments to the Student Body Constitution.
- 305.3 Quorum shall be defined as 50% + 1 of the members.
- 305.4 The Senate shall follow Robert's Rules of Order, insofar as those rules do not conflict with the Student Body Constitution or any law stated herein.
- 305.5 Majority vote shall be 50% + 1 of the members present. 2/3 vote shall be 66% + 1 of the members present.
- 305.6 The President of the Senate shall present all bills and resolutions passed by the Senate to the SGA President within two days of passage.
- 305.7 The Senate shall publicize pending legislation and shall encourage students to voice their opinions on such legislation. Such publicity may be coordinated by the President or Secretary of the Senate, or through an SGA agency for that purpose.
- 305.8 Any member may request a roll call vote. The Secretary shall record each Senator's vote.

- 306.1 The Senate shall have power to impeach (that is, to bring a charge of misconduct in office) any Senator, by a 2/3 Constitutional majority vote. A Constitutional majority vote shall be defined as a majority vote of 2/3 of all Senators on the Senate. The Senate shall try all cases of impeachment against Senators, according to the Rules of Procedure in 306.3.
- 306.2 The Senate shall have power to impeach any SGA office-holder. If a motion to impeach an office-holder shall pass the Senate by Constitutional majority vote, charges shall be presented to the Student Judiciary Council for their action. The Senate shall appoint one or more of its members to present the case to the SJC. If a Justice shall be charged, the Justice shall be automatically temporarily suspended, and the Chief Justice shall appoint an Acting Justice for the sole purpose of hearing the misconduct case.
- 306.3 If a Senator should be impeached, the Senate shall appoint one of its members to prosecute the case. The accused Senator shall be permitted to defend himself/herself, with or without the aid of another Senator(s). The Senate shall meet in Special Session to try a misconduct case. The Secretary shall read the charge to the Senate. Then the prosecutor shall present the case against the accused Senator. Either side may also utilize testimony from other Senators or other individuals. The members of the Senate shall have at least 30 minutes to question the accused Senator and any person(s) who gave testimony. The accused Senator shall then be dismissed. The Senate shall then deliberate for as long as they shall think necessary. A two-thirds Constitutional majority vote shall be required to move the accused Senator from office. The Senate shall have power to compel testimony by issuing subpoenas. Any person found in contempt by the Senate shall be liable to prosecution before the SJC.
- 306.4 Any office-holder found guilty of misconduct and removed from office by the SJC may appeal his/her case to the Senate. The original prosecutor and defender shall argue the case before the Senate.

Chapter 307 Committees

- 307.1 There shall be an Appropriations Committee of no more than 6 members and a Chairperson. The Appropriations Chairperson shall be appointed by the SGA Financial Officer with approval of the Senate. The Appropriations Committee shall be responsible for receiving, viewing, and making request for funds made by the University recognized organizations.

- 307.2 There shall be a Campus Safety Committee of no more than 6 members and a Chairperson. The Campus Safety Chairperson shall be appointed by the First Vice President with Senate approval. There shall also be 1 member of the SJC that will serve on the Campus Safety Committee. Each year an invitation will be sent to the University Police Department inviting a student patrol officer to also serve on the Campus Safety Committee.
- 307.3 There shall be an Election Committee of no more than 6 members and an Elections Clerk. The Elections Committee shall work with the Elections Clerk to insure that elections are timely and fair. The Elections Committee shall coordinate all SGA sponsored elections including Homecoming, Mr. and Miss Friendly, Mr. and Miss Jax State, referenda, and the Spring General Election.
- 307.4 There shall be a Constitution & Code of Laws Committee of no more than 6 members and a Chairperson. The Code of Laws Committee shall review all proposed changes to the Constitution & Code of Laws. The Constitution & Code of Laws Committee Chairperson shall be appointed by the First Vice President and confirmed by the Senate.
- 307.5 There shall be an Academic Affairs Committee of no more than 6 members and a Chairperson. The Academic Affairs Committee shall seek to work with the University Faculty Senate and other academic officials to address student concerns with regard to the academic programs of the University and issues such as graduation. The Affairs Committee Chairperson shall be appointed by the First Vice President and confirmed by the Senate. This committee shall also oversee the Academic Roundtable.
- 307.6 There shall be a Residence Life and Facilities Committee of no more than 6 members and a Chairperson. The members of the Residence Life and Facilities Committee shall seek to work with the University Housing Director with regard to student concerns for University Housing facilities, classroom facilities, University facilities procedures, rules, and programs. The Residence Life and Facilities Committees Chairperson shall be appointed by the First Vice President and confirmed by the Senate. Invitations shall be sent out inviting current Resident assistants to serve on the committee.
- 307.7 The Senate shall from time to time create such committees as shall be necessary for its business. Such committees shall have a specific purpose and shall exist for a stated period. The chairpersons for these committees shall be appointed by the First Vice President and confirmed by the Senate. Examples of such committees are Homecoming, Blood Drive, Leadership Awards Day, and Class Rings.

- 307.8 Every Senator shall actively serve on at least one committee.
- 307.9 All Senate Committees shall be chaired by Senators unless otherwise directed by a majority vote of the Senate.
- 307.10 The First Vice President shall have the power to remove chairpersons of Senate committees if probable cause for dismissal is found.

Chapter 308
Senate Public Access Law

- 308.1 All records pertaining to the Senate shall be available for inspection by any member of the SGA.
- 308.2 Obstruction of public access shall be a criminal offense, and may constitute misfeasance.
- 308.3 All regular meetings of the Senate shall be open to the public. All regular meetings of Senate committees shall be open to the public. The Senate, and its committees, shall have the power to bar and expel individuals for disruptive behavior.
- 308.4 The Senate shall take a proactive approach to public access. The time and place of all meetings shall be announced in all official general SGA advertisements, and shall be posted on the SGA Bulletin Board in the Student Center. The SGA Student Center Bulletin Board shall also contain the names and JSU mailbox numbers of all Senators, and a copy of the minutes from the most recent meetings, and all pending and recently passed legislation and resolutions. Responsibility for carrying out these provisions shall rest ultimately with the P.R./Publications Editor.
- 308.5 All roll call votes shall be posted on the SGA Bulletin Board.

Title IV
Judicial Branch Laws

Chapter 400
Organization

- 400.1 The Student Judiciary Council (SJC) shall consist of eight Justices and one Chief Justice, as specified in Article VIII, Section 2 of the Student Body Constitution. Justices may not be an active chairperson of any other branch of the Student Government. Justices shall have a grade point

average no less than 2.0 on a 4.0 scale semester and cumulative. The Chief Justice shall have no less than a 2.3 cumulative GPA.

- 400.2 The Justices shall be appointed by the President of the Student Government Association with the consent of two-thirds of the Senate. If a vacancy shall occur in a position due to resignation or ineligibility, the SGA President shall submit a nominee for replacement to the Senate within 1 month of the vacancy.

Chapter 401 Traffic Court

- 401.1 The S.J.C. shall convene for Traffic Court no less than once a month. The Traffic Court shall have the power to hear cases involving traffic & parking violations on campus.
- 401.2 The Traffic Court shall consist of the 8 Associate Justices and the Chief Justice. A representative of the University Police Department shall serve as an ex-officio member.
- 401.3 Any person receiving a citation for a violation on campus has one week after the issuing of the citation to report a decision to appeal the citation. The appeal must be reported to the U.P.D.
- 401.4 If the person receiving a citation lose the appeal, a court cost of \$1.00 shall be added to the cost of the citation.

Chapter 402 Rules of Civil Procedure

Chapter 403 Rules of Criminal Procedure

Chapter 404 Manual of Forms

Chapter 405 Powers of the Court and Offenses Against the Court

Title V
Student Activities Branch Laws

Chapter 500
Organization of the Student Activities Council

- 500.1 A Student Activities Council shall exist to provide a variety of activities for the student body. The SAC shall be composed of student chairpersons and the SGA Second Vice President. The SGA Second Vice President shall chair the Student Activities Council.
- 500.2 The Second Vice President shall nominate chairpersons for the activities committees based on applications and interviews. Such nominations shall be made to the Student Senate for confirmation. The Second Vice President shall have the power to remove chairpersons of the SAC if probable cause for dismissal is found.
- 500.3 The following shall be the committees of the Student Activities Council: Major Entertainment, Special Events, Cultural Affairs, Issues and Concerns, Comedy Club, Cinematic Arts, and Lectures. The Second Vice-President shall have the power to create other committees, after consultation with the Executive Board, to meet the needs of the student body.
- 500.4 Each chairperson must work in conjunction with a committee or volunteers.
- 500.5 Each chairperson must appoint a Vice Chairperson from the committee to assume the duties of the Chairperson should he/she be unable to fulfill his/her duties. Each chair must also appoint a secretary from the committee to maintain all correspondence and to take the roll and minutes.

Chapter 501
Meetings of the SAC

- 501.1 The SAC shall meet regularly as determined by the Second Vice President. The meetings shall include reports from the Second Vice President and each of the committee chairpersons (as appropriate) and any other business relating to student activities.

Chapter 502
Duties of Chairperson

- 502.1 Each chairperson must attend any training sessions in their entirety as requested by the Second Vice President.
- 502.2 The Second Vice President must reside and keep office hours two months during the summer months.

Title VI
Finance Laws

Chapter 600
Office of the Controller

- 600.1 The SGA Controller shall be the disbursing agent for the Student Government.
- 600.2 The SGA Controller shall issue a budget report each week. The report shall include the transactions and balances of all SGA accounts.

Chapter 601
Annual Budget

- 601.1 The Executive Board, under the direction of the SGA, shall submit a proposed budget to the Senate no later than September 30.
- 601.2 The Annual Budget shall clearly and specifically designate the appropriation of all SGA monies.
- 601.3 No funds shall be appropriated except by law.
- 601.4 A regular appropriation shall be one which is made as part of the Annual Budget Act. A special appropriation shall be one which is made separately from the Annual Budget to an organization or agency which is not a part of SGA. No special appropriation will be made to an organization not in full compliance with Title VIII.

Chapter 602
Funds Disbursement Process

- 602.1 SGA funds shall be disbursed by the SGA Controller in accordance with law and University procedure. The Controller shall inform each person, branch, or committee with an SGA account of the University policies regarding University funds.
- 602.2 The SGA Financial Officer shall not authorize disbursement of any funds for any account in excess of the funds appropriated by the Annual Budget or an amendment thereto. In the event that an agency, branch, or committee of SGA shall request funds on excess of those appropriated, the SGA Controller shall notify the requesting party that the

request cannot be approved. The requesting party shall then have the option of petitioning the Appropriations Committee for additional funds, if such funds are available.

- 602.3 The Second Vice President shall have primary responsibility for requesting monies for all SAC accounts.
- 602.4 The First Vice President shall have primary responsibility for requesting monies for all Senate committees.
- 602.5 The SGA President shall have primary responsibility for requesting monies for all Executive Office use.
- 602.6 The Appropriations Committee shall have the power to allocate funds to SGA recognized organizations. Allocations shall not exceed \$300.00 per organization, per semester. Any allocation above \$300.00 must be approved by the Executive Committee and the Senate.

Chapter 603 General Guidelines

- 603.1 Printed Materials:
All printed materials for any and all services, activities, programs, or events sponsored by a recipient of a regular appropriation from the SGA Budget must include the Jacksonville State University SGA logo, as designated by the Office of Publicity. On printed materials the SGA logo shall be no less than 1/30 the size of the area in which the logo is placed. One of the following areas or printed materials may be used to meet the logo requirement.
 - (1) On the front of posters and flyers
 - (2) On the front or back cover of pamphlets and other publications.
 - (3) Inside the front cover of publications.
- 603.2 Yearly inventory:
The SGA Controller shall maintain an accurate inventory of all items of public property valued at \$50.00 or more. Once each year, he/she shall conduct an inventory to certify the location and condition of all such items.

Chapter 604 Self-Generated Funds and Off-Campus Accounts

- 604.1 All monies generated by any agency, branch, or committee shall be deposited into the appropriate account by the SGA Controller. Under no conditions shall such funds be utilized by the agency, branch, or committee prior to deposit by the SGA Controller.
- 604.2 No SGA utility shall establish an off-campus account. All SGA monies are University funds and must be retained in a University account. Violation of this provision shall be

grounds for impeachment under this Code, as well as a violation of University guidelines and subject to University disciplinary action.

Title VII
Election Laws

Chapter 700
Election Clerk and Electoral Commission

- 700.1 The Elections Clerk (who shall be elected by the Senate as described in 302.4) shall oversee all SGA Elections and Referenda. The elections Clerk shall be assisted by the senate Elections committee.
- 700.2 The Elections Clerk shall insure that the polling area is properly reserved for the election(s). On the day of elections, the Elections Clerk shall be responsible for setting up the polls (including the election booths) and for dismantling the poll at the close of elections. The Elections Clerk shall post an official ballot as described in the Elections schedules in the Title.
- 700.3 There shall be an Electoral Commission, appointed by the First Vice President, and confirmed by the Senate, Comprised of three Justices and three members of the Senate elections committee who shall not be candidates for office. The Electoral Commission shall accept all petitions for Qualifications as a Candidate and shall certify the results of all elections and referenda. The Electoral Commission under the direction of the Elections Clerk, shall convene immediately after the close of the polls. The Elections Clerk and the poll-workers on duty shall transport the ballots to the place designated for counting them. The Electoral Commission shall count the votes. No person shall count ballots alone; at least two people shall work as a team in counting ballots. The ballots shall be counted at least twice, and shall continue to be counted until two consecutive counts shall agree. For the second counting, the ballots shall be counted by a different team. After the votes have been counted, each member of the Electoral Commission and Elections Clerk shall sign the following form:

We, the Electoral Commission of the Jacksonville State University Student Government Association, hereby certify that (insert winner) is the legally declared winner in the race for (insert race).

Dated:

Signed:

The certified results shall be posted at the SGA Office. The posted results shall clearly indicate the winner and the percentage of the votes cast for the winner. A ballot shall

not be used to post the results.

- 700.4 The Electoral Commission shall have the power to remove the Elections Clerk for malfeasance, misfeasance, or nonfeasance of duty. The Electoral Commission shall designate an Acting Elections Clerk to serve until the Senate shall select a new Elections Clerk.
- 700.5 All complaints filed by candidates not satisfactorily resolved by the Electoral Commission shall be submitted to the Student Judiciary Council for arbitration. The S.G.A. Senate shall hear all final appeals.
- 700.6 The Electoral Commission shall complete the following form for each race in an election. This form shall be retained on file in the Office of Student Activities.
- Race: (insert the name of the office ran for)
Candidates # of votes % of votes
Total votes cast in this race: (#)
Signed: (signature of the Elections Clerk)

Chapter 701 Method of Voting and Polls

- 701.1 There shall be well designated polling areas located on the University campus. One shall always be placed in the Theron Montgomery Building (TMB).
- 701.2 The polls shall be manned at all times by at least two poll-workers. Poll-workers shall not be candidates for office or work on the campaign staff of any candidate. Poll-workers shall be chosen by the Elections Clerk and Senate Elections Committee.
- 701.3 The polls may be open from 9:00 am until 4:00 pm. These hours may be extended or shortened by the Student Senate, provided at least forty-eight (48) hours notice is published.
- 701.4 No active campaigning may be conducted inside the TMB on the day of the election or any other building designated as a polling center. No candidate may loiter within 50 feet of the polls.
- 701.5 In order to vote, a voter shall present a valid Jacksonville State University Identification Card. The poll-worker shall place a mark next to the voter's name on the Voter's Roll.

Chapter 702 Spring General Election Schedule

- 702.1 The Spring General Election process shall begin the Monday eight weeks prior to Spring Break, and shall be six and one-half weeks long, counted as one week from Monday to the

following Sunday.

702.2 On the Monday eight weeks before Spring Break, the Elections Clerk shall be responsible for posting publicity concerning the offices available and the deadlines for the Spring General Election. Applications will also be made available in the Office of Student Activities.

702.3 All applications with information regarding a candidate's GPA or other personal information must be shredded two weeks after the final election results are compiled. This is the duty of the Elections Clerk and First Vice President.

702.4 The person seeking to qualify shall pick up a copy of the necessary qualifications for each office and the Elections Regulations, as established by law, and shall sign a list indicating that he/she has received these items. The qualifications for an SGA Office are as follows:

SGA President

The President of the SGA shall have a cumulative GPA of at least 2.5. The President must have served on the Student Senate for one term of office (term of office as defined in section 301.3) by the time the newly elected officers and Senators are sworn in.

First Vice President

The First Vice President shall have a cumulative GPA of at least 2.5. The First Vice President must have served on the Student Senate for one term of office by the time the newly elected officers and Senators are sworn in.

Second Vice President

The Second Vice President shall have a cumulative GPA of at least 2.3. The Second Vice President must have served on the Student Activities Council or Student Senate for one term of office by the time the newly elected officers and Senators are sworn in.

Controller

The Controller shall have a cumulative GPA of at least 2.3. The Controller must have served on the Student Senate for one term of office by the time the newly elected officers and Senators are sworn in.

All executive office holders are required to reside in Jacksonville over two of the summer months.

(Campaign regulations are found in Chapter 703)

702.5 On the Thursday of the third week, at 4:30 pm, the qualifying period shall end. This allows for enough time to confirm the information on each application by the Friday meeting. No one shall be allowed to submit an Application

for Qualification or to sign up to run after this time.

- 702.6 On the Friday of the third week a mandatory meeting shall be held at 3:00 pm. At this meeting each person signed up to run for office shall be told for what offices he/she is qualified to run. Also all campaign rules will be received.
- 702.7 If a potential candidate for office must miss one of the mandatory meetings, the absence must be approved by the Elections Clerk. If an absence is pre-approved, the candidate must have a representative present at the meeting. If a candidate does not follow the proper absence procedure, or if either the candidate or the candidate's representative should fail to attend a mandatory meeting, that candidate can be disqualified.
- 702.8 On the Monday of the fourth week, campaigning shall begin. An official roster of all candidates for all offices shall be posted by 10:00 am.
- 702.9 On the Monday of the fourth week, speeches by the candidates for Executive Offices shall be scheduled at 7 pm.
- 702.10 On Tuesday and Wednesday of the sixth week, the Spring General Election shall be held between 9:00 am and 4:00 pm. A run-off election, if necessary, shall be held on the following Tuesday.

Chapter 703 Election Regulations

- 703.1 No campaigning shall be done in the TMB, or any other building designated as a polling area, the day of the election or run-off election, and no candidate shall be within fifty (50) feet of the polling place on the day of the election or run-off election, except to cast his/her ballot.
- 703.2 No campaign materials shall be placed on trees or any other areas that would result in the defacing of University property. All campaign materials placed in a University building must be approved by the appropriate building administrator.
- 703.3 All campaign materials must be removed within three days after the election or run-off election.
- 703.4 All purchased, donated, or borrowed materials and/or services used by the candidate in the campaign must have a fair market value placed on them. The candidate must maintain receipts for all campaign materials including donated and/or borrowed materials. The labor provided by a candidate's campaign workers and supporters shall not constitute a donated material or service, and shall have no

financial value.

703.5 Campaign expenditures shall not exceed \$500.00 for the Office of President, First and Second Vice President, and Controller. Expenditures for Senators shall not exceed \$250.00.

703.6 A list of all expenditures shall be turned in to the Office of Student Activities 24 hours after the election or run-off election by all candidates. Failure to turn in all receipts will result in disqualification.

703.7 Any candidate who believes in good faith that any provision of these regulations has been violated may file a complaint with the Electoral Commission. The complaint shall include the provision(s) violated and the name(s) of such person(s) who can substantiate the allegation. The Electoral Commission may impose the following penalties:

For violation of 703.2: a fine of not more than \$20.00

For violation of 703.1: immediate disqualification of the candidate.

For violation of 703.4 and 703.5: immediate disqualification of the candidate.

703.8 A complaint must be filed within twenty-four (24) hours of the alleged violation.

703.9 All decisions of the Electoral Commission may be appealed to the Student Judiciary Council. The Senate shall hear all final appeals.

Chapter 705

Election of Mr. and Miss Friendly and Mr. and Miss Jax State

- 705.1 Elections for Mr. and Miss Jax State and Friendly shall be held each academic year at the discretion of the SGA Executive Board, Elections Clerk and Student Activities Director.
- 705.2 All election procedures from Chapter 701 and 703 shall apply for the election of Mr. and Miss Jax State and Friendly.
- 705.3 No candidate may spend more than \$50.00 in the election.
- 705.4 All candidates must submit an itemized list of their campaign expenses no later than 24 hours after the election. This list should be accompanied by the necessary receipts to verify the itemization.
- 705.5 Candidates for Mr. and Miss Friendly must have at least a 2.25 GPA. Candidates for Mr. and Miss Jax State must have at least a 2.25 GPA. All candidates must be full-time students.

Chapter 706

Absentee Ballots

- 706.1 In accordance with NCAA regulations, absentee ballots will be available to those students who participate in J.S.U. NCAA sanctioned athletic events. Absentee ballots shall also be made available to those students who participate in

J.S.U. sanctioned or sponsored events. Absentee ballots will be made available in the SGA Office and must be submitted one (1) to three (3) days before the election.

- 706.2 The First Vice President shall designate, with the advice of the Elections Clerk and the confirmation of the Senate, a person to administer the ballots and to ensure their delivery to the Electoral Commission. The designee shall have no affiliation to any candidate and must not be a candidate for office.

Title VIII
Student Organization Laws

Chapter 800
Recognized Organizations

- 800.1 Those organizations meeting the conditions contained herein shall be designated SGA Recognized Organizations. Such discretion shall entitle an organization to participate in SGA sponsored events, request monetary appropriations, and retain a seat on the Organizational Roundtable.
- 800.2 The SGA Recognized Organizations are those currently recognized by Jacksonville State University Office of Student Activities.
- 800.3 Any organization not included in 800.2 may file for SGA Recognized Organization status by applying for status as a University Recognized Organization. No organization which is not officially recognized by Jacksonville State University shall receive SGA Recognized Organization status.

Chapter 801
Requirements for Recognition

- 801.1 No organization shall be recognized which has been refused recognition by the University.
- 801.2 An organization seeking recognition must be in accord with the University's mission statement.
- 801.3 An organization seeking recognition shall have a Constitution or a clear mission statement or statement of purpose.
- 801.4 An organization seeking recognition shall include as active members only currently enrolled students of Jacksonville State University.

Title IX
General Laws

Chapter 900
Class Ring Scholarship

- 900.1 The candidate must have been elected or appointed from the last academic year to serve this academic year and have served the full term.
- 900.2 The candidate must have a 2.0 cumulative GPA.
- 900.3 The candidate must show high leadership qualities.
- 900.4 The candidate must have been active on at least 2 committees.
- 900.5 The candidate must show true interest in the SGA and be willing to promote JSU in every endeavor.
- 900.6 The scholarship will be divided into two (2) \$1250.00 scholarships (\$625.00 each semester).
- 900.7 The recipient will be chosen by the outgoing president, two graduating senators, and the SGA advisor (ex-officio).
- 900.8 Each candidate must interview with the selection committee to be made up by the following: Outgoing President, two graduating Senators, and Student Activities Director (ex-officio).
- 900.9 If the Senator fails to be active in the SGA the following year the remaining scholarship will be terminated.
- 900.10 If only one senator applies and qualifies with rules he or she will receive it and the remaining scholarship will be put into the SGA budget for use by the SGA or SAC. The same holds true if no Senator applies or is qualified.
- 900.11 Candidates running for executive office who have applied for the scholarship and elected to office will be disqualified from the scholarship.

Parliamentary Procedure

To do this:	You say this:	Interrupt Matt?	Vote Needed:	Footnotes:
Adjourn meeting	"I move that we adjourn"	No	Majority	1357
Call an intermission	"I move that we recess for..."	No	Majority	1357
Temporarily suspend consideration of an issue	"I move to table the motion"	No	Majority	1357
End debate	"I move the previous question"	No	2/3	1356
Amend a motion	"I move to amend by..."	No	Majority	1246
Introduce business	"I move that..."	No	Majority	1246

Important Points:

To do this:

Complain about heat, noise, or anything else you want

You say this:

"Point of personal privilege"

Protest screw up of rules or conduct

"Point of Order"

Request information

"Point of Information"

IMPORTANT POINTS ARE NON DEBATABLE, NON AMENDABLE, DO NOT NEED A SECOND, AND MOST IMPORTANTLY, YOU CAN INTERRUPT MATT!! POINTS OF ORDER CAN BE VOTED ON, HOWEVER, IF MATT SUBMITS THEM FOR DECISION TO THE SENATE.

Parliamentary Procedure

Special Stuff:

To do this:	You say this:	Interrupt Matt?	Vote Needed:	Footnotes:
Vote on a ruling by Matt	"I appeal the decision of the chair"	Yes	Majority	1357
Suspend rules temporarily	"I move to suspend the rules"	No	2/3	1357
Avoid considering an improper matter	"I object to consideration of this matter"	Yes	2/3	1357
Verify voice vote because Matt didn't hear correctly	"Division"	Yes	No Vote	35
Take a motion off the table	"I move to take from the table..."	No	Majority	135
Reconsider a hasty action	"I move to reconsider the vote on..."	Yes	Majority	125

Footnotes:

- 1 needs a second
- 2 debatable
- 3 non debatable
- 4 amendable motion
- 5 non amendable motion
- 6 can be reconsidered
- 7 can not be reconsidered

Remember: All votes are voice votes unless specified by motion or a call for Division!

A Bill of the Student Senate

Authorized By: Emily Hawk

Sponsored By: Executive Committee

A Bill to allocate proceeds from the movies for the month of September to construct a mud wrestling pit on the Quad.

Bill #:

Date Introduced:

Date Passed:

Vote:

Senate Clerk _____ Date _____
Approved

Senate Clerk _____ Date _____
Disapproved

A Bill of the Student Senate

Authorized By: Emily Hawk

Sponsored By: Executive Committee

A Bill to propose a Student Activities fee of \$35.00 to be added to the total cost of tuition at Jacksonville State University.

Bill #:

Date Introduced:

Date Passed:

Vote:

Senate Clerk	Date
Approved	

Senate Clerk	Date
Disapproved	



September 1995

Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
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3 Don't forget to write home!	4 Labor Day (No Classes)	5 RED & WHITE DAY	6 2-6PM GET ON BOARD DAY! ON THE QUAD	7 7-11PM WILD VIDEO DANCE PARTY ON THE QUAD 8:30PM PEP RALLY ON THE QUAD	8 "While You Were Sleeping" 7 & 9:30pm FREE ADMISSION!	9 7:00 pm GAMECOCK FOOTBALL JSU vs. WEST GEORGIA Paul Snow Stadium																																																																																																		
WELCOME WEEK '95																																																																																																								
10 Enjoy your day of rest.	11 SGA Meeting at 6:00 TMB Auditorium	12 "Crimson Tide" 7 & 9:30 MOVIE	13 Have a GREAT Hump Day!	14 8:30 pm Bibb Graves lawn PEP RALLY!	15 DRAMA	16 GAMECOCK FOOTBALL JSU vs. UAB Legion Field - 1:30 JSU Drama--"Little Women"																																																																																																		
17 The Friendliest Campus In The South	18 SGA Meeting at 6:00 TMB Auditorium	19 "Forget Paris" 7 & 9:30 MOVIE	20 7:00PM ROUNDHOUSE COFFEE HOUSE Entertainment!	21 8:30 pm Amphitheatre PEP RALLY!	22 Applications Due for Freshman Forum Student Activities 4th floor, TMB	23 7:00pm GAMECOCK FOOTBALL JSU vs. N.C. A&T Paul Snow Stadium																																																																																																		
FRATERNITY RUSH																																																																																																								
24 We Want You To "Get On Board" At JSU!	25 SGA Meeting at 6:00 TMB Auditorium	26 "Die Hard With A Vengeance" 7 & 9:30 MOVIE	27 Hang On! You've Almost Survived Your First Month!	28 8:30 pm Field Between Stephenson & Stadium PEP RALLY!	29 Get ready for Parent's Day... Clean Your Room!!	30 JSU vs. Knoxville College PARENTS DAY Paul Snow Stadium - 2:00pm NACA CONFERENCE-BIRMINGHAM																																																																																																		

WELCOME WEEK



Sept. 5 Red & White Day

Sept. 6 "Get On Board Day"
On The Quad ♦ 2-6pm

Sept. 7 Wild Video Dance Party
On The Quad ♦ 7-11pm
Pep Rally On The Quad ♦ 8:30

Sept. 8 Movie Night at TMB
"While You Were Sleeping"
7 & 9:30pm

Sept. 9 Gamecock Football
JSU vs. West Georgia
7pm ♦ Paul Snow Stadium

GO  JSU!

YOUR SGA ENCOURAGES INVOLVEMENT!

**JACKSONVILLE STATE UNIVERSITY
INFORMATION/TICKET CENTER OFFICE
FACILITY RESERVATION REQUEST**

Please type or print and return completed form to 2nd fl TMB, 782-5494 at least working days in advance of event with all appropriate signatures.

Date(s) of Event: _____

Space Requested: _____

Sponsoring Organization/Department: _____

Event: _____

Beginning/Ending Time: _____ Time Requested: _____

Estimated Attendance: _____ Open to: Campus Only ___ Public ___ Private ___

Will Admission Be Charged? ___ Yes ___ No If Yes, How Much? _____

Will Food Be Served? ___ Yes ___ No If Yes, What type of Function? _____

Contact Person: _____ Person Making Request: _____

Title/Office: _____ Telephone: _____

Address: _____ Advisor Sign/Attend Yes ___ No ___

Telephone: _____ Signature _____

Setup Requirements _____ Telephone: _____

Please indicate arrangement and equipment needs. Use that back of this sheet if necessary. Diagrams are very helpful. All requests must be made at the time of facility reservation. Draw on back.

FOR OFFICE USE ONLY

Security Required? ___ Yes ___ No

If Yes, How Many? _____

Cost Per Officer Per Hour: _____

Director of Public Safety (If Needed) _____

Special Events Coordinator _____

SET-UP TO BE COORDINATED BY:

Physical Plant _____

Marriott _____

TMB Night/Weekend Manager _____

AV Center _____

*Set-up should be taken down the day following an event.

Date of Request: _____

Charged For Facility? ___ Yes ___ No

If Yes, How Much _____

Director of Student Activities _____

COPIES OF REQUEST SENT TO:

Campus Police _____

Cleaning Services _____

Physical Plant _____

Marriott _____

TMB Night/Weekend Manager _____

ADVERTISEMENT/GRAPHICS REQUEST

Event _____ Date Needed _____

Committee & Chairperson _____

Est. Cost _____ Number needed _____

Purchase Order Required? _____ P.O. Requested? _____

ADVERTISEMENT SHOULD INCLUDE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

AD TYPE: Banner Flier Poster NewsAd Radio Ad T.V.Ad T-Shirt

Other: _____

REC'D SAC _____

REC'D PR/PUB. _____

**SAC/SGA OUTDOOR SIGN
SCHEDULE SHEET**

Committee & Chair _____

Date Needed _____

SIGN SHOULD READ (PLEASE KEEP IT SHORT & SIMPLE):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

REC'D SAC _____

REC'D PR/PUB. _____

PURCHASING PROCEDURE

1. Fill out purchase order request form.
2. Return to Committee Head.
3. Committee Head will give P.O. request form to respective officer.
4. The officer will approve or disapprove P.O. request.
5. Then the P.O. request form will be turned over to the Controller.
6. The Controller will then handle the rest and will not bore you with the rest of the process.

**JACKSONVILLE STATE UNIVERISTY
PURCHASE ORDER REQUEST FORM**

VENDOR NAME _____

VENDOR ADDRESS _____
(IF KNOWN) _____

PHONE # _____

DATE NEEDED BY _____

PREPAY _____ YES _____ NO _____ MAIL _____ PICK-UP _____

ITEMS TO BE PURCHASED _____

(USE BACK IF NECESSARY)

DESCRIPTION _____

QUANTITIY _____

TOTAL AMT \$ _____

EVENT TITLE _____

EVENT DATE _____

PERSON REQUESTED BY _____

TITLE _____

COMMENTS _____

OFFICE USE ONLY

ACCOUNT # 1000301523 _____

REQUISITION # _____ PO# _____ VENDOR# _____

DATE ORDERED _____ DATE RECEIVED _____

UNDER \$300 CONTROLLER'S SIGNATURE _____

OVER \$300 EXECUTIVE APPROVAL _____

COMMENTS _____

Great **EXPECTATIONS**

**“Responsibility is proportionate
to opportunity.”**

-Woodrow Wilson

POTENT PAIRS FOR EFFECTIVE LEADERSHIP

L	LISTEN	L	LOOK
E	EXPERTS	E	EMPOWER
A	APPRECIATE	A	APPRECIATE
D	DELEGATE	D	DARE
E	ENCOURAGE	E	ENTHUSIASM
R	RECRUIT	R	RECOGNIZE
S	SERVICE	S	SELF-CONFIDENCE
H	HUMOR	H	HUMILITY
I	INSPIRE	I	INNOVATE
P	PULL	P	PLAY

POTENT PAIRS FOR EFFECTIVE LEADERSHIP

LISTEN . . . to the voice within & the voices of others.

LOOK . . . to read what you cannot hear.

EXPERTS . . . The campus is full of them. Take advantage of this valuable resource.

EMPOWER . . . others to find their place.

APPRECIATE . . . your members & let them know it.

ATTITUDE . . . *YOU* control your attitude. Make it work for you.

DELEGATE . . . Trust others. Give others things to do. Let go.

DARE . . . to take a risk, to make mistakes. Learn from those mistakes.

ENCOURAGE . . . your members to dig a little deeper, to keep going.

ENTHUSIASM . . . Your enthusiasm is the greatest motivator for your followers.

RECRUIT . . . and retain good members.

RECOGNIZE . . . the strength that comes from diversity.

SERVICE . . . Maintain a service mentality.

SELF-CONFIDENCE . . . Believe in yourself so others may also.

HUMOR . . . Laugh at yourself & the world around you.

HUMILITY . . . New found authority can be a curse.

INSPIRE . . . a shared vision, but beware of dragons.

INNOVATE . . . to find a better way.

PULL . . . Don't push your members.

PLAY . . . Regain that ability which keeps your mind, your spirit, and your attitude young.

LISTEN

We have two ears and only one mouth. So we may have to listen more and talk less.

LOOK

"I want you to know how important you are to me, how you can be the creator of the person that is in me if you choose to... You can see behind my mask." -Leo Buscaglia

EXPERTS

**"Experts should be on tap, but never on top."
-Winston Churchill**

EMPOWER

**"No one is great enough or wise enough for any of us to surrender of destiny to. The only way in which anyone can lead us is to restore to us the belief in our own guidance."
-Henry Miller**

APPRECIATE

**"Be generous with small tokens of appreciation. They will multiply in returned loyalty and service."
-Attila the Hun**

ATTITUDE

**"The last of the human freedoms - to choose one's attitude, in any given set of circumstances, to choose one's own way."
-Victor Frankl**

DELEGATE

**"Wise chieftains grant both authority and responsibility to those they have delegated assignments. Wise chieftains always hold their subordinates accountable for delegated assignments."
-Attila the Hun**

DARE

**"First reckon, then risk."
-Helmuth von Moltke ("The Elder")**

**"Create an environment where failure is not fatal."
-Alan Lay McGuinness**

ENCOURAGE

"People have a way of becoming what you encourage them to be."

-Alan Lay McGuiness

ENTHUSIASM

"Nothing great was ever achieved without enthusiasm."

-Henry Ford

RECRUIT

"No matter how good or successful you are or how clever or crafty, your (organization) and its future are in the hands of the people you recruit."

-Akio Morita

RECOGNIZE

the strength in diversity.

"The beauties in nature come in all colors. The strengths of humankind are in many forms. Every human being is wonderfully unique. All of us contribute in different ways. When we learn to honor the difference, and appreciate the mix, we find harmony."

SERVICE

"Renewal comes through genuine service to others."

-Max Depree

SELF-CONFIDENCE

"Self confidence is going after Moby Dick in a rowboat with a fork and a jar of tartar sauce."

HUMOR

"A person without a sense of humor is like a wagon without springs - jolted by every pebble in the road."

-Henry Ward Beecher

HUMILITY

"People with humility don't think less of themselves - they just think about themselves less."

-Kenneth Blanchard

Norman Vincent Peale

INSPIRE

"As you entire positions of trust and power, dream a little before you think."

-Toni Morrison

INNOVATE

"There's a better way to do it better - Find it."

-Thomas Edison

PULL

"Sometimes you have to push. But most of the time you pull. The good leader is out front saying: Let's go!"

PLAY

"Play so you can be serious."

-Anacharsis (c. 600 B.C.)

LEADERSHIP CREDO

From Your Members

- 1. Please don't make me wrong,
even if you disagree.**
- 2. Hear and understand me.**
- 3. Tell me the truth with compassion.**
- 4. Remember to look for my loving intentions.**
- 5. Acknowledge the greatness within me.**

**-Brace, Rosenblum, Sanford & Trueblood
(Managing From the Heart)**

EMOTIONAL WISDOM

People Skills for Leaders

- 1. The ability to accept people as they are,
not as you would like them to be.**
- 2. The capacity to approach people, relationships and
problems in terms of the present rather than the past.**
- 3. The ability to treat those you are close to with the
same courteous attention you extend to strangers
and casual acquaintances.**
- 4. The ability to trust others even if the risk is great.**
- 5. The ability to act without constant approval and
recognition from others.**

**-Warren Bennis & Burt Nanus
(Leaders)**

RULES FOR GETTING THINGS DONE THROUGH PEOPLE

- 1. Make the people in your organization want to do things.**
- 2. Study your organization's membership & determine what makes each member tick.**
- 3. Be a good listener**
- 4. Criticize or reprove constructively & in private.**
- 5. Praise in public.**
- 6. Be considerate.**
- 7. Delegate responsibility for details.**
- 8. Give credit where it is due.**
- 9. Avoid domination or forcefulness.**
- 10. Show appreciation & awareness of the other person.**
- 11. Make your wishes known by suggestions & requests.**
- 12. Be sure to tell the reasons for your suggestion or request.**
- 13. Let your membership in on your plans & programs even when their in an early stage.**
- 14. Never forget that the leader sets the style for his/her people.**
- 15. Play up the positive.**
- 16. Be consistent.**
- 17. Show your people you have confidence in them.**
- 18. Ask your organization's membership for their counsel & help.**
- 19. When you're wrong or make a mistake, admit it.**
- 20. Give courteous hearing to others' ideas.**
- 21. If an idea is adopted, tell the originators why.**
- 22. People tend to carry out best their own ideas.**
- 23. Be careful what you say & how you say it.**
- 24. Don't be upset by moderate grouching.**
- 25. Use every opportunity to build up in members a sense of the importance of their work.**
- 26. Give your people goals, a sense of direction, something to strive for & to achieve.**
- 27. Keep your people informed on matters affecting them.**
- 28. Give members a chance to take part in decisions, particularly those affecting them.**
- 29. Let your people know where they stand.**

TAKE A MOMENT TO LISTEN

**Take a moment to listen today
To what your members are trying to say;
Listen today, whatever you do
Or they won't be there to listen to you.**

**Listen to their problems, listen for their needs,
Praise their smallest triumphs, praise their smallest deeds;
Tolerate their chatter, amplify their laughter,
Find out what's the matter, find out what they're after.**

**Take a moment to listen today
To what your members are trying to say;
Listen today, whatever you do
And they will come back to listen to you.**

**-Adapted From
Seeds of Greatness by Dennis Waitley**

SIX WAYS TO BE SUCCESSFUL WITH PEOPLE

- 1) Become genuinely interested in the people in your group.**
- 2) Smile! (and not just because it makes people wonder what you've been up to!)**
- 3) Remember that a person's name is to him/her the sweetest and most important sound in the language.**
- 4) Be a good listener. Encourage others to talk about themselves.**
- 5) Talk about the other person's interests.**
- 6) Make your members feel important . . .
and do it sincerely.**

DEAR LEADER

**If you want my loyalty, interest & best efforts as a group member,
you must take into account that . . .**

- 1. I need a sense of belonging**
 - A. A feeling that no one objects to my presence**
 - B. A feeling that I am sincerely welcome**
 - C. A feeling that I am honestly needed.**
- 2. I need to have a share in planning the group goals.
My need will be satisfied only when I feel that
my ideas have a fair hearing.**
- 3. I need to have the idea that the goals are within reach
and that they make sense to me.**
- 4. I need to feel that what I'm doing contributes to human
welfare, that its value extends beyond the group itself.**
- 5. I need to share in making the rules of the group -
the rules by which we will live & work toward our goals.**
- 6. I need to know in some clear detail just what is expected
of me, so that I can work confidently.**
- 7. I need to have responsibilities that challenge, that are within
range of my abilities, and that facilitate toward reaching our goals.**
- 8. I need to see that progress is being made toward the goal
we have set.**
- 9. I need to be kept informed. What I'm not up on, I may be down on.**
- 10. I need to have confidence in our leader - Confidence
based upon assurance of consistent, fair treatment, of recognition
when it is due, and of perceived progress toward our mutual goals.**

**In brief, the situation in which I find myself must make sense to me
regardless of how much it makes to the leader.**

**Sincerely,
Your Follower**

DELEGATING

Delegating does not eliminate the leader's work, it changes it. Instead of doing the job, your task now involves empowering several people to do several jobs. Leading is hard work. Trying to do everything yourself is even harder.

TEN STEPS TO EFFECTIVE DELEGATION

- 1) Give those who are responsible for carrying out a program a voice in the decision-making whenever possible.
- 2) Mutually set goals & standards of performance.
- 3) Clearly define expectations
- 4) Seek out people with the skills & knowledge needed.
- 5) Identify & maximize strengths.
- 6) Provide training to do the job.
- 7) Delegate segments that make sense.
- 8) Set reasonable goals.
- 9) Share information, knowledge & plans.
- 10) Be available to talk & give feedback.

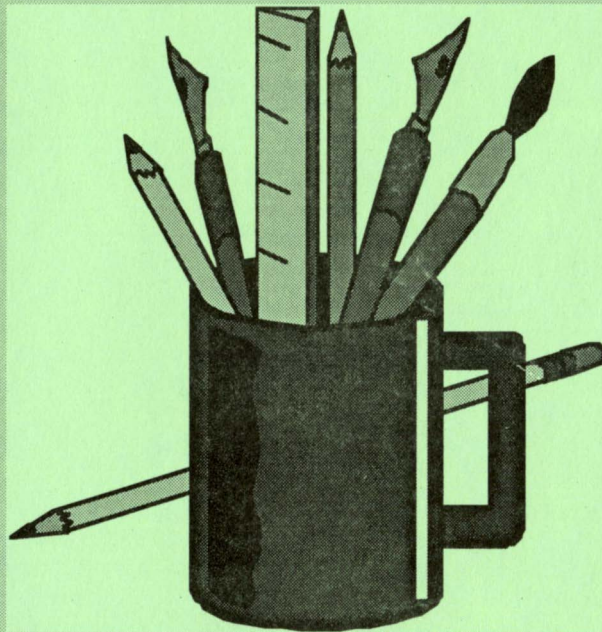
A SUCCESSFUL STUDENT LEADER

- ... accepts her popularity as a responsibility, not a free ticket to sit back & do nothing.
- ... thinks of his office or position of responsibility as a tool for personal learning & improvement of his own abilities.
- ... is unselfish in her desire to help others learn. She is neither a do-it-herself or a do-nothing person. She knows that involvement gives others an opportunity for them to learn also.
- ... is an example of what he wants others to be. He is cooperative, organized, and gets things done.
- ... listens and is sensitive to what her fellow students want, not just what she & her group of friends want.
- ... knows the facts, procedures, schedules & policies before he begins working, alone or with others.
- ... cooperates with the authorities, such as her advisors, counselors, professors & administrators.
- ... doesn't take the glory for someone else's work. He gives praise where praise is due.

THOUGHTS ON GOOD LEADERS

- The bad leader drives his/her members;
The good leader encourages them.**
- The bad leader depends on authority;
The good leader upon good will.**
- The bad leader inspires fear;
The good leader inspires enthusiasm.**
- The bad leader says, "I";
The good leader says, "We."**
- The bad leader assigns the tasks;
The good leader sets the pace.**
- The bad leader says, "Get here on time";
The good leader begins on time.**
- The bad leader fixes the blame for the problem;
The good leader fixes the problem.**
- The bad leader knows how it is done;
The good leader shows how it is done.**
- The bad leader administers;
The good leader innovates.**
- The bad leader relies on control;
The good leader on trust.**
- The bad leader imitates;
The good leader originates.**
- The bad leader accepts the status quo;
The good leader challenges it.**
- The bad leader says, "Go";
The good leader says, "Let's go."**
- The bad leader does things right;
The good leader does the right thing.**
- The bad leader has a short range view;
The good leader has a long range perspective.**

CREATIVE



IDEAS



I'VE GOT TO
THINK OF
SOMETHING



WHY DEVELOP CREATIVITY?

- 1) Creativity increases your sensitivity to problems, needs & opportunities.**
- 2) Creativity increases your power to observe & perceive with more wide-awake attention.**
- 3) Creativity helps you look at things from new & different angles.**
- 4) Creativity helps you build a bridge beyond mere observation to seek deeper insights.**
- 5) Creativity allows you to see things from a different point of view.**
- 6) Creativity enables you to discard old programs, old attitudes & habitual ways of doing things that are no longer appropriate.**
- 7) Creativity helps you get rid of stereotyped & categorized thinking.**
- 8) Creativity releases you from mental rigidity & the staleness of routine & habit.**
- 9) Creativity helps you think beyond the cut-and-dried, the safe-and-sure, the tried-and-tested.**
- 10) Creativity will make you dissatisfied with conventional thinking & the dubious comfort it temporarily provides.**
- 11) Creativity will increase your capacity to search for new, different, and more effective ways to solve problems.**
- 12) Creativity enables you to multiply your alternatives and to make choices that enhance & nourish, rather than deplete you.**
- 13) Creativity broadens the scope of your life.**
- 14) Creativity helps you become more self-reliant, more self-trusting, and better able to mobilize your own resources.**

15) Creativity enables you to extend, expand, develop & express your capacities and your true potential.

16) Creativity helps you to develop a new spirit of exploration & adventure - an awareness of the excitement & challenge in life.

17) Creativity increases your curiosity, enthusiasm, and the appetite for rewarding new experiences.

18) Creativity prods you to keep thinking ahead & projecting your thoughts into the future instead of habitually & timidly looking backward at what worked & what didn't work.

19) Creativity reawakens your spirit of experimentation & play.

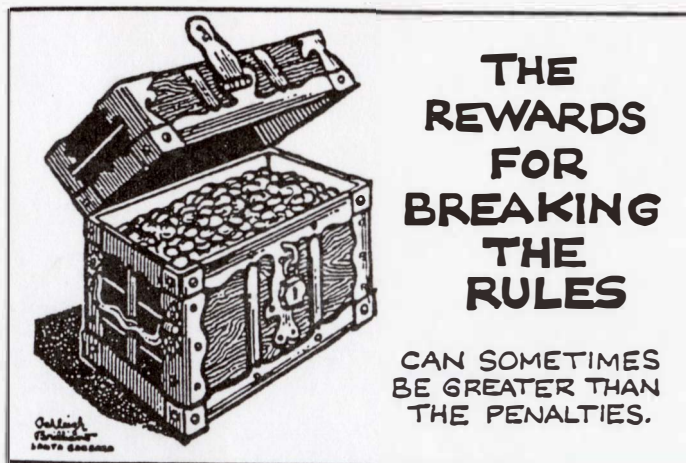
20) Creativity helps you to recapture vitality, freshness, and the sense of wonder.

21) Creativity gives you a sense of accomplishment, well-being & purpose.

22) Creativity will make your work easier, more interesting & more successful.

-Raudsepp/Hough

(Princeton Creative Research, Inc.)



CREATIVE EFFORT

**"Happiness lies in the joy of achievement and the thrill of creative effort."
-Franklin Roosevelt**

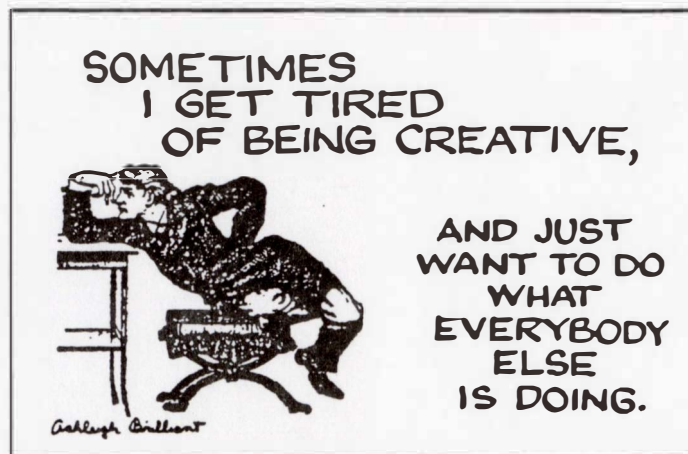
**"The creative imagination is as potent as the forces of nature. Every authentic individual is a creative person. Creative activity ennobles man's joy and blunts the edge of his suffering. The person who is endowed with the spirit of divine discontent, moves forward. The person who is satisfied with the status quo, moves backward. The only frontiers that can never be conquered are the creative frontiers of the mind."
-Eugene Raudsepp**

**"If you want to be creative, stay in part a child, with the creative curiosity and invention that characterizes children before they are deformed by adult society."
-Jean Piaget**

**"I believe that imagination is stronger than knowledge. That myth is more potent than history. Dreams are more powerful than fact."
-Robert Fulghum**

**"Genius is one percent inspiration and ninety-nine percent perspiration."
-Thomas Alva Edison**

**"Truth emerges from the clash of adverse ideas."
-John Stuart Mill**



ONE CREATIVE GENIUS

Yoshiro NakaMats holds more than 2300 patents, more than double the 1093 held by Thomas Edison. He won the grand prize seven years straight at the International Exposition of Inventors. He is the inventor of the floppy disk, the compact disc, the compact disc player and the digital watch. Here are some of his observations and wisdom:

"I'd like to see the work ethic in the United States more geared to creativity. We need more creative people and more creative leaders."

"A genius must be a well-rounded person, familiar with many things: art, music, science, sports. He or she can't be restricted to only one field of expertise."

"Through the creative process, governments - not just individuals - can be more innovative."

NEW PERSPECTIVE

"Creativity is the ability to look at the same thing as everyone else but to see something different."

-Charles Thompson

"There comes a time in the life of every person when he has to abandon habit and do what is creative."

-Raudsepp/Hough

"Creativity is just another way to describe intelligence."

-Charles Thompson

"To succeed, people must be creators, not parasites. They must bear the fruits of energy, ideas, ideals, methods, plans and designs. They must produce, achieve and contribute."

-A. Peterson

"They lack liberal arts literacy. They need a broader vision, a sense of history, perspectives from literature and art."

-Michael Thomas

STRETCHING YOUR IDEA MUSCLES

"You can flex, and stretch, your unused creative muscles. Once you do, you'll never be the same again."

-Charles Thompson

(What A Great Idea!)

"The only way to survive in a world that is buffeted by change is through creativity and innovation."

-Raudsepp/Hough

(Princeton Creative Research, Inc.)

"The human mind once stretched to a new idea never goes back to its original dimensions."

-Oliver Wendell Holmes

"The best idea is fifteen minutes ahead of its time."

-Woody Allen

"It's always fun to be impossible."

-Walt Disney

"When you say something is impossible, you've abandoned the winners and joined the losers." -Raudsepp/Hough



-Hagar the Horrible

ENEMIES OF IDEAS

"The greatest enemies of creative thinking are crusty rigidity and stubborn complacency." -Raudsepp/Hough

"The innovator has for enemies all who have done well under the old, and lukewarm defenders in those who may do well under the new." -Machiavelli

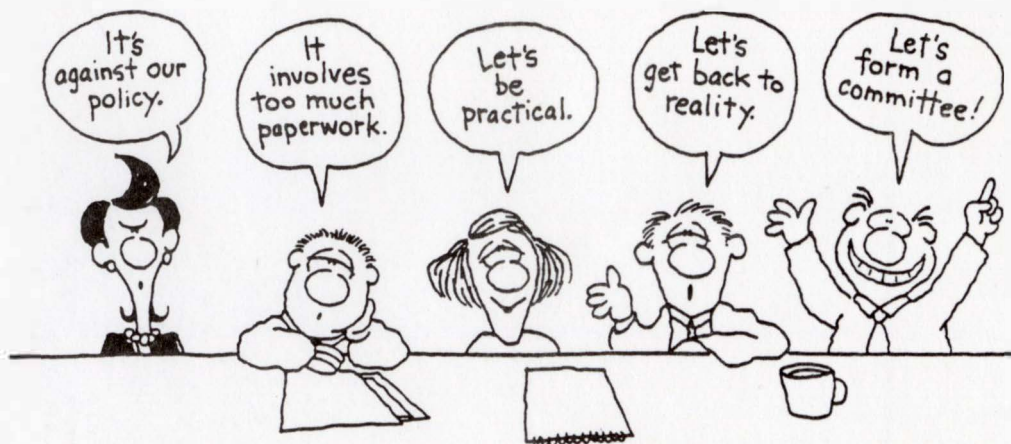
"If you ever tried to bring up new ideas to ther people, you know that although your idea could be met with thunderous applause, it may just as easily elicit derisive laughter, or perhaps just a shrug." -Charles Thompson

KILLER PHRASES (Historical Examples):

"Sensible and responsible women do not want the right to vote."
- Grover Cleveland
(U.S. President, 1905)

"Who the hell wants to hear actors talk!"
-Harry Warner
(President, Warner Bros., 1927)

"Groups with guitars are on their way out."
-Decca Record Company
(Turning down the Beatles, 1962)



-Yolanda Nave

KILLER PHRASES (Everyday Examples):

- "We've tried that before."
- "Don't Rock the Boat!"
- "Don't be ridiculous!"
- "People don't want change"
- "It'll be more trouble than it's worth."
- "That's not in your job description."
- "You can't teach an old dog new tricks."
- "Let's stick with what works."
- "It's too far ahead of the times."
- "What will people say?"
- "If it ain't broke, don't fix it!"
- "You've got to be kidding!"
- "We've always done it this way."
- "Be practical!"
- "Don't fight the system!"
- "The boss will never go for it."
- "We've done all right so far."
- "It's not in the budget."
- "It'll never work."
- "We haven't got the manpower."



-Yolanda Nave

BRAINSTORMING

Creativity consists of coming up with many ideas, not just that one great idea. One of the best techniques to help you in creative problem-solving and idea-generating is "brainstorming." Sometimes called "divergent thinking," it is widely used in business and industry. It can be used by groups or individuals. The rules for brainstorming are few & simple:

- 1) The goal is to gather a QUANTITY of ideas, not QUALITY. Come up with as many ideas as you can as fast as you can.**
- 2) No judgement or evaluation of any idea may take place until all ideas have been expressed. Save criticism for later.**
- 3) Unusual, outrageous, strange, radical & peculiar ideas are encouraged. Ideas that are exotic, outlandish & bizarre are welcomed. The more far-fetched, the better. Don't be afraid of being silly, weird or wild.**
- 4) Where a group is involved, members are encouraged to "piggyback" on other ideas, adding features or variations. An uninhibited atmosphere of "free association" should be fostered.**

THE CREATIVE PROCESS

**"No problem can stand the assault of sustained thinking."
-Voltaire**

**"Nothing is more dangerous than an idea when it's the only one you have."
-Emile Chartier**

**"Generate lots of ideas before you evaluate them. There is always plenty of time to separate the chaff from the grain."
-Raudsepp/Hough**

**"Instead of concentrating inwardly on a problem or goal, the divergent thinker looks elsewhere for solutions: up, down, under, over, far away, backward, inside out, outside in, in the clouds, in myths, in dreams."
-Charles Thompson**

CLIMATE FOR CREATIVITY

"We need to make the world safe for creativity and intuition, for it's creative and intuition that will make the world safe for us."
-Edgar Mitchell (Apollo Astronaut)

"Make friends with your shower. If inspired to sing, maybe the song has an idea in it for you." -Albert Einstein

"You have to relax and have fun to be creative. You can't do it when you're too serious." -Raudsepp/Hough

"Why is it I get my best ideas in the morning while I'm shaving?"
-Albert Einstein

IDEA-FRIENDLY TIMES

The Top Ten Countdown:

- 10 While performing manual labor.**
- 9 While listening to a church sermon.**
- 8 On waking up in the middle of the night.**
- 7 While exercising.**
- 6 During leisure reading.**
- 5 During a boring meeting.**
- 4 While falling asleep or waking up.**
- 3 While commuting to work.**
- 2 While showering or shaving.**
- 1 While sitting on the toilet!**

RECORD YOUR IDEAS

- 1) Put a pad of paper by your bed or in your kitchen.**
- 2) Keep a grease pencil in your shower.**
- 3) Drive with a cassette recorder in your glove compartment.**
- 4) Carry index cards or a small notebook in your pocket.**
- 5) Write it down on whatever is available: magazine, cocktail napkin, envelope, paper bag.**
- 6) Phone your answering machine & leave a message.**
- 7) Write it on your wrist.**
- 8) If you forget to carry a pen or pencil, use your finger on the dust on your dashboard, steam on your bathroom mirror, or sand on the beach.**

MORE THOUGHTS ON CREATIVITY

"The uncreative life isn't worth living."

-Ted Nierenberg

(Founder, Dansk Internat'l Designs)

"The most important thing in leadership is to keep the creative energy flowing. As long as it continues to do so, that flow will itself generate ideas. It will melt away obstacles, open up new possibilities, and create a host of undreamed-of opportunities."

-J. Donald Walters

"Somehow every organization must make room for inner-directed, obstreperous, creative people, sworn enemies of routine and the status quo, always ready to upset the apple cart by thinking up new and better ways of doing things."

-Admiral Hyman G. Rickover

"Creativity is piercing the mundane to find the marvelous."

-Bill Moyers

"American business in the eighties had become too analytical, too dependent on numbers, too conservative, unconcerned with people, shortsighted, and as a whole shamefully uncreative."

-Michael Ray & Rochelle Myers

(Creativity in Business)

"Highly creative people see things differently; their perspective on problems is different from that of most other people. It's different precisely because they have the habit of imaginatively un-creating the world and putting back together in new ways. It's this different way of looking at problems that distinguishes the highly creative person."

-Charles Thompson

*Be hearty in your appreciation
and lavish in your praise
People will cherish your words
and treasure them
over a lifetime,
long after you have
forgotten them.*

Charles Schwab

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