

Student Judicial Board Bylaws
Version 13, Spring 2018

ARTICLE I: NAME

The name of this board shall be the Student Judicial Board. Hereafter, in this document, the term "Board" shall refer to the Student Judicial Board, the term "Justice" shall refer to Board members, and the term "Chief" shall refer to the Chief Justice of the Student Judicial Board, unless otherwise noted.

ARTICLE II: THE BOARD MISSION STATEMENT

The Student Judicial Board is designed as one of the venues for students who have alleged violations of the Student Code of Conduct. The Board provides students with the opportunity to be evaluated by a panel of their peers. The Board ensures procedural fairness and resolution in systematic manner by means of educational experience. The Board aims to educate and inform the student body of; the Georgia State University Student Code of Conduct ("the Code"), their rights, and their responsibilities. The Board is also the sole interpreter of the Student Government Association (SGA) Constitution.

ARTICLE III: AUTHORITY

The Board is student based and one of the three branches of government in the SGA. The Board is given a major role in the formulation of basic policy concerning student conduct and in the adjudication of cases arising under that policy.

ARTICLE IV: PURPOSE

- A. The Board reviews and makes decisions on all referred violations of the Code referred by the Dean of Students Designee.
- B. The Board reviews and makes decisions on all referred campus parking appeals
- C. The Board shall have the authority to interpret the Constitution and the Bylaws of the Georgia State University SGA.
- D. The Board shall recommend solutions to the Dean of Students in case of disputes between student organizations.
- E. The Board shall recommend solutions to the Dean of Students in case of disputes between a student fees funded organization and students not members of said organization.
- F. The Board shall educate and inform the student body of Georgia State University of the Code.
- G. The Board shall educate and inform the student body of Georgia State University of their rights and responsibilities as University students.
- F. The Board also shall hear all appeals of SGA Elections Commission decisions and has authority to affirm or reverse such decisions.

ARTICLE V: COMPOSITION

- A. Atlanta Campus:
 - 1. The Board shall consist of one (1) Chief, two (2) Associate Chief Justices, thirteen (13) Student Justices and three (3) Alternate Student Justices.
 - 2. The Board shall be governed by an executive committee that shall consist of
 - a. The Chief
 - b. Two (2) Associate Chief Justices
 - c. The Board Advisor
 - 3. A selection committee, composed of the SJB, shall screen applicants who are seeking membership to the SJB.
- B. Perimeter College Campus:
 - 1. The Board shall consist of one (1) Chief, five (5) Associate Chief Justices (one (1) per respective campus) and ten (10) student justices.
 - 2. The Board shall be governed by an executive committee that shall consist of
 - a. The Chief
 - b. Five (5) Associate Chief Justices

- c. The Board Advisor
3. A selection committee, composed of the SJB, shall screen applicants who are seeking membership to the SJB.

ARTICLE VI: MEMBERSHIP

Section I. Qualifications for Membership.

- A. At the time of appointment at the Atlanta campus, a student must:
 1. Be enrolled and in good standing, at a minimum of half time, at Georgia State University
 2. Completed thirty (30) semester hours
 3. Have a minimum cumulative GPA of 2.5
 4. Have no prior violation of the Code.
 5. Be available to serve the Fall and Spring semesters of the following academic year
- B. At the time of appointment at the Perimeter College campuses, a student must:
 1. Be enrolled and in good standing at Perimeter College campus of appointment
 2. Completed a minimum of twelve (12) credit hours
 3. Must have and maintain a minimum cumulative 2.5 GPA (inclusive of Learning Support Courses)
 4. Have no prior violation of the Code.
 5. Be available to serve the Fall and Spring semesters of the following academic year
- C. No student may hold office concurrently on the Board and any other Branch of the Student Government Association (SGA).

ARTICLE VII: ROLES AND RESPONSIBILITIES OF Student Judicial Board

Section I. General Board Business

- A. Each Justice is responsible for assisting in the overall implementation of the student conduct procedures to ensure all participants receive the fairness and due process rights granted to them.
- B. Each Justice shall be a member, in good standing, of at least one (1) SJB committee.
- C. Each Justice shall attend Board & committee meetings.
- D. Each Justice, as representatives of the Office of the Dean of Students, shall maintain confidentiality, as defined by Georgia State University, the Office of the Dean of Students, and FERPA.
- E. Each Justice shall work to inform and educate Georgia State University on the Code of Conduct.
- F. Each Justice shall attend marketing and social activities of the Board.

Section II. Term of Office

- A. A Student Justice once in office shall serve until he/she graduates, unless he/she resigns or is removed.

Section III. Committees

Atlanta and Perimeter Boards will have separate committees (Internal Affairs, Bylaws, and SGA Liaison will be joint). Membership on these committees will be open to all Board members. The Chief Justices shall nominate and elect committee Chairs. Committees shall meet as convened by the Chair. (Any campus?)

Subsection I: Committees of the Board

- A. Standing Committees of the Board shall be:
 1. Executive Committee
See Article XII.
- B. Parking Appeals Committee
 1. Study, process and make formal judgment on parking appeals present by the GSU Auxiliary Services. All decisions are made using a fair and legal process and under the jurisdiction of University parking regulations.

2. The Parking Appeals Committee must refer to the Parking Appeals Manual for the committee's purpose, structure, duties, adjudication procedures and other Board recommendations.
 3. The Committee will have a Chair and at minimum one (1) additional member. The Chief and the Student Judicial Board Advisor (or the designee) shall be ex-officio members of the Committee.
- C. Bylaws Committee
1. Accept proposed changes to the Bylaws, study the proposals, and prepare a recommendation to the Board in accordance with Article XIV of these Bylaws.
 2. The Committee will have a Chair and at minimum one (1) additional member.
- D. Public Relations Committee
1. Advertise for the recruitment of new Board members during the spring semester of each year or as needed.
 2. Develop and maintain marketing materials for the Board, including social media sites.
 3. Plan, advertise, and execute any promotional events for the Board.
 4. The Committee will have a Chair and at minimum one (1) additional member.
- E. Internal Affairs Committee
1. Propose, negotiate and execute all activities designed for Board members that take place outside of regular Board business.
 2. Encourage and promote camaraderie among members in order to maintain healthy morale and friendship.
 3. The Committee will have a Chair and at minimum one (1) additional member.
- F. SGA Liaison
1. Attend all regularly scheduled SGA meetings, serving as Parliamentarian during those meetings, taking notes on the meetings, providing the SGA a report of the Board's activities – during their regularly scheduled meetings, and give an oral report of said meetings at the regularly scheduled Student Judicial Board meetings.
 2. Provide a report of the Board's activities to the SGA Senate, during their regularly scheduled meetings.
 3. Make formal judgment to affirm or reverse all appeals of SGA Elections Commission decisions.
 4. Serve as ex-officio member of the SGA Executive Committee.
 4. This Committee shall consist of three (3) members of the Student Judicial Board.
- G. Ad Hoc Committees of the Board shall be formed, as deemed necessary by the Executive Committee and/or the Board.

Subsection II: Duties of a Committee Chair

1. Each committee chairperson shall formulate a typed report of the progress, notes, and other pertinent information gained from the business and activities conducted by their respective committee.
2. This report shall be submitted to the designated Chief/Associate Chief Justice no later than 2 days before a scheduled general body meeting. The document should be submitted via email.
3. Only one report shall be submitted per meeting, per committee chair.
4. Each report should include, but not be limited by:
 - a. Notes regarding the physical (and/or electronic) meeting of the committee.
 - b. Relevant actions taken by committee members and/or committee chairs.
 - c. Any other information that the committee chair believes should be shared with a justice on the executive board and/or the advisor. (I.e. Chief Justice, Associate Chief Justice, Student Judicial Board Advisor.)
5. Each committee chair shall present a general explanation of their report during the designated time allowed at the general body meeting. This is intended to make each student justice aware of the business being conducted by each committee.
6. Failure to adhere to these duties will result in appropriate action taken by the Chief Justice and/or the Executive Committee. Sanctioning will be left up to the discretion of the Chief

Justice in conjunction with the Executive Committee along with guidance from the SJB Advisor.

- a. Possible Sanctions may include, but not be limited by:
 - i. Verbal Warning
 - ii. Written Warning (Typed notice/Email notice)
 - iii. Removal from Position

Section IV. Responsibilities relating to Student Conduct Hearings

A Justice is responsible for assisting in the overall implementation of the student conduct procedures to ensure that all participants receive the fairness and the due process rights granted them.

A. Responsibilities during Student Conduct Hearings

1. Justices sit on a panel of three (3) to hear alleged violation(s) of the Student Code of Conduct, excluding cases of academic and sexual misconduct.
2. Justices are responsible for hearing the facts of the cases and listening to both sides carefully, so that they may understand the situation.
3. A Justice may ask questions when necessary to make clarifications or to better understand the issue.
4. Justices are responsible for keeping notes for reference during the deliberations.
5. Justices will determine the weight of the credibility of witnesses, testimony, and evidence.
6. The Student Judicial Board Advisor is responsible for tape recording the hearing, so that it may be available for any future reference.
7. One (1) Justice will be chair of the hearing panel. The chair of the panel will be selected by the Student Judicial Board Advisor. The hearing panel chairperson is responsible for:
 - a. Correspondences to complainant and referred student
 - b. Communication with the hearing panel prior to the hearing. This includes but is not limited to:
 - c. Hearing packet pick-up
 - d. Pre-hearing panel meeting with SJB Advisor
 - e. Hearing write-up
 - f. Collecting and shredding all hearing material following the completion of the hearing write-up.
 - g. Presiding over the hearing. This includes but is not limited to:
 - h. Following the hearing script
 - i. Asking the student how they wish to plea.
 - j. Going over the procedures to be followed during the hearing
 - k. Keeping order during the hearing.
8. All panel Justices are required to take notes on the hearing.

B. Responsibilities following Hearing completion

1. Panel Justices are responsible for determining responsibility in the case, recommending sanctions, completing and submitting a Hearing Write-Up to the Office of the Dean of Students – all within the allotted time frame.

Section V: Meetings

A. Regular Meetings

1. The Board shall hereby meet bi-monthly during the Board year, which for the purposes of the Board, shall be defined as August of one year through May of the following year. Time and place of meetings remain the same throughout the Board year. Written notice of order of business and copies of substantive proposals will be made available during scheduled meetings. Meetings may be opened to students and staff on a non-participatory basis.

2. Nevertheless, the Executive Committee and/or Student Judicial Board Advisor reserve the right to deem meetings closed to students and staff without prior notice if the matters being discussed are confidential.
3. Additional meetings may be called, if need arises, by the Chief Justice and/or Student Judicial Board Advisor and/or upon request of two members of the Executive Committee. Likewise, meetings may be cancelled, if need arises, by the Chief Justice and/or Advisor and/or upon request of two members of the Executive Committee but must notify the Board in due time, which for the purposes of the Board, shall be defined as at least 24 hours (1 day) before scheduled meeting.
4. The Chief will be responsible for notifying Board members of meeting dates and locations should they change and one of the Associate Chief Justices will keep minutes of all meetings. The Chief reserves the right to appoint a Justice to take minutes of Board meetings if Associate Justices are unable to do so. The minutes of the meetings shall be open to all members of the Board.
5. Minutes from previous meetings shall be corroborated and approved by the Board during scheduled meetings.
6. Presence, punctuality, and participation are expected of each member of the Board and Advisor at Board meetings.

B. Committee Meetings:

1. Shall be convened as deemed necessary by the Committee Chair.
2. The Committee must meet at least once between full Board meetings
3. All Committees standing meeting time shall coincide with the Board meeting time to ensure availability.
4. The Committee Chair of the committee can invite students, staff and/or any member of administration to their respective meetings. The Committee Chair must notify the Chief of any invitations at least three (3) business days before scheduled meeting.
5. Board members do not need permission to attend any committee meetings.
6. Committee Chairs shall set agenda for each meeting of their respective committee.

Section VI: Training

A. Spring/Summer

1. All justices must complete the Spring and Summer training sessions or alternative training days.

B. Continuing Education

1. Supplemental training exercises are part of all regular Board meetings
2. Additional training may be recommended dependent upon the needs of the Board

Section VII: Attendance

Attendance at every Board meeting is expected of all justices. However, under certain extenuating circumstances absence may be warranted.

A. Regular Board meetings

1. Failure to attend more than two meetings per semester will be reviewed by the Executive Committee on a case by case basis. The Chief Justice and the SJB Advisor have the discretion and authority to remove a justice from the Board if the absences are found to be unjustifiable.

ARTICLE VIII: VACANCIES.

- A. If a vacancy of the Board should occur because a member graduates, resigns from the Board, or is removed from the Board, that position shall be filled by one of the following:
 - 1. Executive discretion and/or
 - 2. Previous applicants.
- B. In the event that a Committee Chair graduates, resigns, or is otherwise removed from the Board before his/her term has ended, his/her successor shall be any Board member that is nominated by that committee, and confirmed by the Executive Committee of SJB.

ARTICLE IX: EXECUTIVE COMMITTEE VACANCIES.

Section I. Chief Justice.

In the event the Chief Justice is unable to complete the elected term of office, the SJB will hold a special election between the Associate Chief Justices. Such election shall be held at the next scheduled regular meeting. A simple majority will decide this election. The elected member shall only complete the remaining term of the current year. Regular elections will not be affected for the following term.

Section II. Associate Chief Justice.

In the event the Associate Chief Justice is unable to complete the appointed term of office, the Chief Justice will appoint an Associate Chief Justice. The newly appointed member shall only complete the remaining term of the current year. Regular appointments will not be affected for the following term.

ARTICLE X: RESIGNATION FROM THE BOARD.

If a Justice wishes to formally resign from the Board, he/she must submit their written letter of resignation to the Chief Justice and the Student Judicial Board Advisor.

Section I. Justices Running for Student Senate Positions and Appointments.

Any Justice is permitted to run for Legislative and/or Executive branch positions during their term but, must formally resign from the Board before initiating or running for office.

Section II. Leave of absence.

Any member of the Board who will not be able to fulfill their duties on a temporary basis shall submit a formal request for a temporary leave of absence to the Chief Justice and the Student Judicial Board Advisor. Justices should submit a leave of absence request if they plan to miss more than two consecutive general Board meetings. Any approved leave of absence shall not exceed one semester. Any selected SJB member who cannot fulfill their duties for more than one semester within an academic year will not be able to participate in the SJB. Any individual who is unable to fulfill their duties due to an extended leave of absence will be considered for placement on the Board for the next academic calendar year if requested.

ARTICLE XI: REMOVAL FROM THE BOARD.

Section I. Removal of a Justice

- A. A Student Justice can be removed from the Board for nonperformance of Board duties, violation of a Student Code of Conduct, and violation of the Board attendance policy.
- B. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the Board.
- C. The Executive Committee will investigate the matter on case-by-case basis and will recommend action to the Chief Justice. The Chief Justice and the Student Judicial Board Advisor will make the final decision. The Chief Justice and the Student Judicial Board Advisor has executive privilege to remove a student Justice from the Board with valid justification.

Section II. Removal of the Chief Justice.

- A. An officer can bring charges of impeachment for malfeasance and/or nonfeasance against the Chief Justice by submitting a written statement describing the charges and a petition signed by one third (1/3) of the Senators to the Senate and the President of the SGA.
- B. The President of the Senate shall call and preside over an impeachment hearing of the Senate no earlier than ten (10) business days and no later than twenty-five (25) business days from the date of receipt of statement and petition by the President of the Senate.
- C. The Chief Justice can be removed from office by violation of the attendance policy. In such case, the SJB Advisor has the discretion and authority to remove the Chief.

ARTICLE XII: THE EXECUTIVE COMMITTEE

Section I. Composition.

- A. The members of the Executive Committee shall be the Chief Justice, the Associate Chief Justices, and the Student Judicial Board Advisor.
- B. The Associate Chief Justice shall be appointed by the Chief Justice and shall serve a one (1) year term.
- C. The Student Judicial Board Advisor shall be appointed by the Dean of Students and shall serve a term length to be determined by the Dean of Students.

Section II. Election / Appointment.

- A. The Chief Justice shall be nominated by the Board members and shall serve a one-year term. The Chief may serve two terms in accordance with the Student Code of Conduct. If the Chief decides they may remain on the Board as a Student Justice, following the end of their term.
- B. The Associate Chief Justice shall be appointed by the Chief Justice and shall serve a term of one (1) year. The Associate Chief may serve more than one term. The Associate Chief may remain on the Board as a Student Justice, following the expiration of his/her term as Associate Chief.
- C. The Student Judicial Board Advisor shall be appointed by the Dean of Students and shall serve a term length to be determined by the Dean of Students.

Section IV. Meetings.

The Executive Committee shall meet monthly. Additional meetings may be called by the Chief, by the Student Judicial Board Advisor, or upon request of two members of the Executive Committee. The Chief will be responsible for notifying Committee members of meeting dates and locations and one of the Associate Chief Justices will keep minutes of all meetings. The minutes of the meetings shall be open to all members of the Board.

Section V. Duties.

- A. The duties of the Executive Committee shall be:
 - 1. All fiscal distributions to the Board
 - 2. Making the agenda for the meetings of the Board
 - a. Hearing any grievances that members may have within the Board
 - b. Consider all matters presented to it by the Chief, the Student Judicial Board Advisor, the Dean of Students, standing committee chairs, or others, and to make recommendations accordingly
 - c. Review, periodically, the purpose and membership of each standing committee to assure it is functioning as intended by the Board
 - d. Assisting the Chief in the appointment, considering volunteers first, for chair positions on standing committees, as needed
 - e. Recommend to the Board such special committees as it deems necessary;
 - f. Resolve questions related to the Board

- g. Handle all petition requests for removal of Board members, to investigate the matter on a case-by-case basis and to recommend action to the Chief for final decision to be made by the Chief and the Student Judicial Board Advisor.
- h. Insure the storage of all records pertaining to Board business are stored in the Dean of Students Office

B. Duties of the Chief Justice

1. Chair the Executive Committee and make a report to the Board at each regular meeting of the actions of the Committee.
2. Determine the time and location of Board meetings and provide adequate notification, of such, to the Executive Committee at respective campus.
3. Preside at and organize all meetings of the Board at respective campus
 - a. Refer all matters submitted for the Board's attention to the appropriate committee(s) and/or to the Student Judicial Board Advisor and to the Dean of Students
 - b. Serve if needed on University committees
 - c. Maintain and update a calendar of events relevant to the Board for the coming year
 - d. Serve as ex-officio member of all Board committees (Atlanta campus)
 - e. Organize campus wide recruiting process for new Board members at respective campus
 - g. Preside over the impeachment hearings of the SGA Senate at respective campus
 - h. Serve as a spokesperson for the Board and to serve as the representative and a liaison on behalf of the University per the request to the Student Judicial Board Advisor, of the Dean of Students, and/or the University President at respective campus
4. Be a liaison to the SGA Executive Vice President/SGA President at respective campus
5. Shall preside over judicial hearings as related to the Student Code of Conduct and Parking violations (Perimeter College campuses)
6. Shall work a minimum of three (3) office hours per week (Perimeter College campuses)

C. Duties of the Associate Chief Justice.

1. Provide Board adequate notification of meeting date, time, and location
2. Preside over the Board in the absence of the Chief or in the event the Chief requests the Associate Chief Justice to serve during the course of a meeting
3. Assist the Chief in performing leadership responsibilities
4. Be a member of the Executive Committee
5. Call a meeting of any committee that is not fulfilling its responsibilities.
6. Act in a supervisory capacity over committees assigned to each Associate Chief Justice by the Chief. This supervisory authority does not supersede that of the Chief Justice and may be revoked at the discretion of the Chief
7. Be a liaison to the SGA Executive Vice President/SGA President at respective campus (Perimeter College Campuses)
8. The Associate Chief Justices shall work a minimum of two (2) office hours per week (Perimeter College campuses)

D. Duties of the Student Judicial Board Advisor.

1. Assist and be a direct advisor to the Chief in performing leadership responsibilities.
2. Ensure that the Chief or presiding officer and all Board members abide by the stated rules of order during meetings, and the Code.
3. Serve as a resource to Board officers and membership regarding the rules and usages of the stated rules of order, and the University Code of Conduct.
4. Be a member of the Executive Committee.
5. Serve as an ex-officio member of all Board committees; and to serve by appointment on University committees.
6. Preside at meetings in the absence of the Chief and both Associate Chief Justices.

ARTICLE XIII: THE BOARD FUNDING

The Student Judicial Board shall be funded by the SGA. The budget shall provide for personnel, operating costs, and conferences.

ARTICLE XIV: SJB Internal Operating Procedure

Section I. General Information

The SJB Internal Operating Procedures are subsidiary rules used to supplement the SGA Constitution and SJB Bylaws. Internal Operating Procedures cannot alter or contradict the Constitution or Bylaws. Such actions would require an amendment to the Constitution and/or bylaws, as outlined in Article XIV Section II.

Section II. Procedures to Create or Amend Bylaws

Proposed Bylaws or amendments to the SJB Bylaws must be submitted to the Bylaws Committee Chair, who is charged with submitting proposals to the Executive Committee no later than three business days prior to a scheduled SJB meeting. The proposal should be distributed to the Board no later than two business days prior to the scheduled SJB meeting. The bylaw or amendment requires a title, the text of the proposal, what bylaw is to be amended or an explanation of where the new bylaw should be added, and rationale for the proposal. New or amended bylaws are approved for discussion by a simple majority of the Board members present and voting. The proposed changes are approved by a two-thirds affirmative vote of the Board members present and voting and take effect immediately upon approval.