

**THE STUDENT GOVERNMENT CODE  
OF THE STUDENT GOVERNMENT  
OF LOUISIANA STATE UNIVERSITY**

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**TITLE I. GENERAL PROVISIONS**

**CHAPTER 1. RULES OF CONSTRUCTION**

**§ 1. Words denoting number and so forth**

In determining the meaning of any enactment of the Senate, unless the context indicates otherwise, words importing the singular include and apply to several persons, parties, or things; words importing the plural include the singular; words used in the present tense include the future as well as the present; “officer” includes any person authorized by enactment to perform the duties of the office; “signature” or “subscription” includes a mark when the person making the same intended it as such (such a mark may be made electronically); “oath” includes affirmation, and “sworn” includes affirmed; “writing” includes printing, typing, and reproductions of visual symbols.

**§ 2. Academic Areas**

The words “Academic Area” connote the respective Colleges of Louisiana State University. The Academic Areas include and are limited to: College of Agriculture, College of Art & Design, College of Humanities & Social Sciences, College of Science, E.J. Ourso College of Business, College of the Coast and

Environment, College of Human Sciences & Education, College of Engineering, Graduate School, Manship School of Mass Communication, College of Music & Dramatic Arts, University College Center for Advising & Counseling, University Center for Freshman Year, School of Veterinary Medicine, and Paul M. Hebert Law Center.

### **§ 3. Branch heads**

The six highest-ranking officers of the Student Government shall be referred to as “branch heads.” The six branch heads include and are limited to: President, Vice President, Speaker, Speaker pro tempore, Chief Justice, and Deputy Chief Justice.

### **§ 4. Student Government officer; defined**

An officer of the Student Government shall be defined as a student elected or appointed to a position within the Student Government duly installed by oath or affirmation.

### **§ 5. Student Government oath of office**

Unless provided otherwise by the Constitution or enactment of the Senate, the oath of all Student Government officers shall be as follows: “I, (state your full name), do solemnly swear (or affirm) that I will support the Constitution of the Louisiana State University Student Government and all provisions derived therefrom, and that I will faithfully, impartially discharge and perform all of the duties incumbent upon me according to the best of my ability and understanding.”

### **§ 6. Clerical and typographical errors**

Clerical and typographical errors as pertaining to this Code shall be disregarded when the meaning and purpose of the provision is clear.

### **§ 7. Judicial review**

The judicial branch shall be the authoritative body empowered to interpret the meaning of any provision of the Student Government Constitution, this Code, and any provision derived from either subject to proper procedures established by the University Court.

## **CHAPTER 2. ACTS AND RESOLUTIONS**

### **§ 101. Enacting clause**

The enacting clause of all Acts of the Senate shall be in the following form: “Be it enacted by the Student Senate of the Louisiana State University Student Government assembled.”

### **§ 102. Resolving clause**

The resolving clause of all resolutions shall be in the following form:  
“Resolved by the Student Senate of the Louisiana State University Student Government assembled.”

**§ 103. Enacting or resolving words after first section**

No enacting or resolving words shall be used in any section of an Act or resolution of the Senate except in the first.

**§ 104. Numbering of sections; single proposition**

Each section shall be numbered, and shall contain, as nearly as may be, a single proposition of enactment.

**§ 105. Title of appropriation Acts**

The style and title of all Acts making appropriations shall be as follows: “An Act making appropriations for [here insert the object] for the semester ending on [here insert the last day of classes for the semester].”

**§ 106. Printing bills and joint resolutions**

Every bill or resolution of the Senate shall be printed, and such printed copy shall be called the engrossed bill or resolution as the case may be. Said engrossed bill or resolution shall be signed by the Secretary of the Senate. When such bill or resolution have been signed by the Secretary of the Senate, it shall be printed and shall then be called the enrolled bill or resolution, as the case may be, and shall be signed by the presiding officer of the Senate and sent to the President of the Student Body. For the last legislative session, such engrossing and enrolling of bills and resolutions may be done otherwise than as above prescribed, upon the order of the Senate by resolution.

**§ 107. Promulgation of the Code**

Whenever a bill or resolution of the Senate, having been approved by the President, or not having been returned by them with their objections, becomes enacted or takes effect, it shall forthwith be received by the Secretary of the Senate from the President; and whenever a bill or resolution is returned by the President with their objections, and, on being reconsidered, is agreed to be passed, and is approved by two-thirds of the Senate present and voting, and thereby becomes an enactment or takes effect, it shall be received by the Secretary of the Senate from the Speaker of the Senate, and they shall carefully preserve the originals. The Code shall be made public and equally available to all University students.

**§ 108. Amendments to Constitution**

Whenever official notice is received by the Secretary of the Senate that any amendment proposed to the Constitution of the Student Government has been adopted, according to the provisions of the Constitution, the Secretary of the Senate shall forthwith cause the amendment to be published, with their certificate.

**§ 109. Printing enrolled bills or resolutions**

Enrolled bills and resolutions of the Senate shall be printed on parchment or paper of suitable quality as shall be determined by the Secretary of the Senate.

**§ 110. Repeal of repealing Act**

Whenever an Act is repealed, which repealed a former Act, such former Act shall not thereby be revived, unless it shall be expressly so provided.

**§ 111. Administrator of the Student Government Code**

The Secretary of the Senate shall serve as the Administrator of the Student Government Code and shall be responsible for maintaining and updating the Code as bills and resolutions are passed. Failure to timely maintain the Code shall potentially result in judicial sanctions.

**§ 112. Amendment of the Code**

Any provision of this Code shall be amended by bill of the Senate. Once considered, such bill must be approved by two-thirds of the Senate present and voting.

**§ 113. Typographical or stylistic edits**

The Secretary of the Senate shall be allowed to edit this Code and any legislative instrument at any point so long as the edit is typographical or stylistic in nature. The edit may not change the substantive nature of the provision.

**CHAPTER 3. STUDENT GOVERNMENT REGISTER**

**§ 201. Student Government Register**

All work product created by an officer of the Student Government while acting in their official capacity shall be compiled into the Student Government Register.

**§ 202. Administrator of the Student Government Register**

The Chief of Staff shall serve as the Administrator of the Student Government Register and shall be responsible for maintaining and updating the Register as work product is submitted. Failure to timely maintain the Register shall potentially result in judicial sanctions.

**§ 203. Responsibility to submit work product**

Every Student Government officer shall be responsible for submitting their respective work product to the Administrator of the Register. Failure to timely submit work product to the Administrator shall potentially result in judicial sanctions.

**§ 204. Work product defined**

Work product shall be defined as all documentation resulting from work created by a Student Government officer while acting in their official capacity. Documentation resulting from judicial deliberations or impeachment votes shall not be included as work product.

**§ 205. Louisiana Revised Statutes Title 44**

All documents and effects compiled in the Student Government Register shall be subject to Title 44 of the Louisiana Revised Statutes regarding public records. All documents and effects not included in the Register but still subjected to Title 44 shall be available to the public upon request. All documents and effects included in the Register but not subjected to Title 44 need not be available to the public upon request.

CHAPTER 4. PUBLIC MEETINGS

**§ 301. Louisiana Revised Statutes Title 42**

All meetings of the Student Government shall be subject to Title 42 of the Louisiana Revised Statutes regarding public meetings. All meetings not included on the official campus meeting software are still subject to Title 42. All meetings not subject to Title 42 need not be made public.

**§ 302. Executive session**

A public body may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given twenty-four hours prior, of two-thirds of its constituent members present and voting. An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by La. R.S. 42:17; however, no final or binding action shall be taken during an executive session. The vote of each member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

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**TITLE II. THE SENATE**

CHAPTER 1. OFFICERS, DUTIES, AND CONDUCT

**§ 1. Rules of procedure**

This title shall constitute the rules of procedure of the Senate. Any amendments to this title must be approved by two-thirds of the Senate present and voting.

**§ 2. Robert's Rules of Order Newly Revised**

On any question of procedure, when these rules are silent or inexplicit, the most recent edition of Robert's Rules of Order Newly Revised shall be considered persuasive.

### **§ 3. Speaker and Speaker pro tempore**

The Senate shall be led by a Speaker and Speaker pro tempore elected by a majority of Senators present and voting.

### **§ 4. Legislative Staff**

The Legislative Staff shall be appointed by the Speaker and approved by a majority of the Senate present and voting. The Legislative Staff shall serve at the pleasure of the Speaker. The Legislative Staff shall consist of a Secretary and any other legislative officers as the Speaker deems necessary. The terms of these offices shall run concurrently with that of the Speaker; however, Staff shall serve until their dismissal or until their successors have been appointed. Upon the appointment of legislative officers, the Speaker shall issue a legislative order outlining the title of the position and the duties of the officer.

### **§ 5. Duties; Speaker**

The Speaker shall have the following non-exhaustive duties: preside over meetings of the Senate; appoint and remove the membership and chairs of all Senate committees with approval of the Senate; certify and present all Acts and resolutions passed by the Senate to the President within two class days of passage; preserve order and decorum in the Senate; decide all points of order, subject to appeal by the Senate; explain or clarify any rule or procedure upon request; state each motion as it is made; recognize members who seek the floor for the purpose of speaking in debate or otherwise; state and put to vote all questions requiring a vote and all questions upon which a vote is ordered; announce vote results; appoint the Secretary and other legislative officers subject to the approval of the Senate; and chair the Spring Organizational Session until the election of the new Speaker.

### **§ 6. Duties; Speaker pro tempore**

The Speaker pro tempore shall have the following non-exhaustive duties: assist the Speaker in their duties; preside over the Senate in absence or incapacity of the Speaker, or call a Senator to preside as Acting Speaker; serve as Chair of the Senate Committee on Rules when standing; prepare and distribute a comprehensive and current list of all persons appointed by the President, Speaker, and Chief Justice; inform Senators of the time and place that each standing committee shall meet as necessary; provide a copy of each legislative instrument to be heard by each committee as necessary; and plan and execute each Orientation Session.

### **§ 7. Duties; Senator**

The Senators shall have the following non-exhaustive duties: represent the constituency of their Academic Area; attend all regular and special meetings of the

Senate as possible; and attend their respective committee meetings unless excused by the presiding officer of each meeting.

### **§ 8. Duties; Secretary**

The Secretary shall have the following non-exhaustive duties: be responsible for keeping all papers and records of the Senate; maintaining the minutes of the proceedings and actions of the Senate and their accuracy; announce the receipt of each veto message as received from the President and read the same upon the appropriate order of business; make accessible to each member of the Senate a copy of the order of business; report each legislative instrument as it is considered by the Senate; execute all proper orders of the Senate; call the roll of the Senate on any matters on which the ayes and nays are requested; keep proper records of membership attendance.

### **§ 9. Standard of conduct**

All Legislative Officers shall be held to the highest standard of moral conduct while representing the Student Government. Senators shall at all times act with the intention and composure to best represent the interests of their constituents. Any legislative officer who fails to abide by the highest standard of moral conduct may be removed from the Senate Chamber, or otherwise sanctioned, by the Speaker.

## **CHAPTER 2. SESSIONS**

### **§ 101. Regular Session**

The Senate shall be in Regular Session from the first regularly scheduled Senate meeting in the Fall Semester until no later than adjournment on the last regularly scheduled Senate meeting of the Fall Semester, and also from the first regularly scheduled Senate meeting in the Spring Semester until no later than adjournment on the last regularly scheduled Senate meeting of the Spring Semester; however, the Senate shall be in recess during any University holidays. During Regular Session, regular meetings of the Senate shall be held weekly. The time and place shall be set by the Speaker before each Regular Session.

### **§ 102. Fall Organizational Session**

The Senate shall meet in the Fall Organizational Session at the conclusion and adjournment sine die of the Fall Regular Session until no later than adjournment of that meeting for the following purposes exclusively and in the following order: (1) installation of newly elected Senators, (2) appointment of membership and leadership of standing committees, (3) approval of presidential appointments, (4) approval of senatorial appointments, (5) resolutions creating temporary committees and their membership, and (6) any other legislation submitted that is deemed important and urgent by the Speaker, or by subsequent

appeal of the decision of the Speaker by a majority vote of the Senators present and voting.

### **§ 103. Spring Organizational Session**

The Senate shall meet in the Spring Organizational Session at the conclusion and adjournment sine die of the Spring Regular Session until no later than adjournment of that meeting for the following purposes exclusively and in the following order: (1) installation of newly elected Senators, (2) installation of the newly elected President and Vice President, (3) election of Speaker, (4) election of the Speaker pro tempore, (5) approval of the Student Government Budget, (6) approval of presidential appointments, (7) approval of senatorial appointments, (8) appointment of members and leadership of standing committees, (9) resolutions creating internal committees and their membership, and any other legislation submitted that is deemed important and urgent by the Speaker, or by subsequent appeal of the decision of the Speaker by a majority vote of the Senators present and voting.

### **§ 104. Special Session**

Special Sessions of the Senate may be held upon twenty-four hour notice during any Regular Session by: (1) a majority vote of the Senate at a duly constituted meeting, (2) a petition signed by one third of the total sitting Senators, (3) announcement of the Speaker, or (4) announcement of the President. Special Sessions of the Senate may also be held upon forty-eight hour notice outside of any Regular Session by a joint concurrence of the Speaker and President.

### **§ 105. Veto Session**

<sup>1</sup>If legislation is vetoed, but the Senate session that passed said legislation has adjourned sine die, the Senate may reconvene with the membership from the last meeting of the Regular Session for a Veto Session. This Veto Session may meet once and only once for only the purpose of considering the override of said veto.

<sup>2</sup>The agenda for all Veto Sessions shall be: (1) Roll Call; (2) Public Input; (3) Veto Consideration; (4) Petitions, Memorials, and Other Communications; and (5) Adjournment.

### **§ 106. Orientation Session**

<sup>1</sup>An Orientation Session for all Senators and Legislative Staff shall be held at the beginning of each Semester. All Senators and Legislative Staff are required to attend. The purpose of the Orientation Session is to instruct Senators on such subjects as procedure, authoritative documents, legislation, and any other matters deemed necessary. The Orientation Session shall also serve as a team-building session to encourage senators to work with their colleagues in serving the Student Body.



<sup>2</sup>A Senator shall be assigned one full absence for failure to attend the initial Orientation Session. A make-up Orientation Session shall be held if necessary. All Senators that did not attend the initial session must attend the make-up session.

### CHAPTER 3. VACANCIES, REMOVALS, AND ABSENCES

#### **§ 201. Senate Temporary Appointment Commission**

The Speaker or Speaker pro tempore shall establish a Senate Temporary Appointment Commission (STAC) within five class days from when a vacancy of a Senate seat occurs. The STAC shall consist of the College Council representatives for the Academic Area of the vacant seat. The establishment of a STAC shall occur by the Speaker or Speaker pro tempore notifying each member of the STAC of the vacancy within the five class day prescriptive period.

#### **§ 202. Advertisement of vacancies**

All vacancies, along with an application, must be advertised to the Student Body for a minimum of five class days. The advertisement must be made public following the first meeting of the STAC. Advertisement may consist of a digital posting on the Student Government website, a physical posting outside of a Student Government office, a broadcast email to the entire University, an advertisement in The Daily Reveille, or a digital posting on Student Government social media platforms.

#### **§ 203. Filling a vacancy**

The STAC shall meet timely after the close of the advertisement and review each application. The STAC shall appoint the most promising applicant to the vacancy by a simple majority vote.

#### **§ 204. Referral to Rules Committee**

The appointment selected by the STAC shall be referred to the Senate Rules Committee for an interview. Following the interview, the Senate Rules Committee when standing must vote by majority present and voting to either refer the appointment to the Senate for approval or take no action. If no action is taken on the appointment, the appointment shall receive no further consideration by the Senate, and a new STAC shall be established, select a new applicant, and refer the new appointment to the Senate Rules Committee for consideration.

#### **§ 205. Emergency Senate Temporary Appointment Commission**

If ten class days pass from the establishment of a STAC or the close of an advertisement (whether it be the original advertisement or an advertisement for a new appointment after no action is taken by the Senate Rules Committee) and an appointment has not been referred to the Senate Rules Committee for an interview, the Speaker or Speaker pro tempore shall establish an Emergency Senate Temporary Appointment Commission (ESTAC) to expeditiously review the

applications and refer an appointment to the Senate Rules Committee. The ESTAC shall consist of the Speaker, Speaker pro tempore, and the sitting Senators of the Academic Area of the vacant seat. The establishment of an ESTAC shall occur by the Speaker or Speaker pro tempore notifying each member of the ESTAC of the necessity to meet to refer an appointment to the Senate Rules Committee.

**§ 206. Term of the vacancy**

The vacant seat subsequently filled by appointment shall be up for election during the next regularly scheduled forthcoming campus-wide election, regardless of the duration of the originally elected term.

**§ 207. Vacancy; Speaker or Speaker pro tempore**

<sup>1</sup>Vacancies in the office of the Speaker shall be filled in the manner of the original selection. In the event of a vacancy in the office of the Speaker, the election of a new Speaker will be the first order of business at the next regularly scheduled meeting of the Senate.

A vacancy in the office of the Speaker pro tempore shall be filled in the manner of the original selection at the next regularly scheduled meeting of the Student Senate.

<sup>2</sup>If there is a vacancy in both offices at the same time, the Secretary shall call a member of the Senate to be Acting Speaker. The Acting Speaker shall chair the election of the new Speaker. The new Speaker shall chair the election of the new Speaker pro tempore. The new Speaker and Speaker pro tempore filling the vacancy will serve a term ending at the conclusion of the Spring Regular Session.

**§ 208. Removal generally; graduate student exceptions**

A Senator shall be removed from their position by the Speaker once they have accumulated: (1) a total of three unexcused absences from Regular Session meetings per Regular Session, or (2) a total of three unexcused absences from meetings of their assigned committee per Regular Session. These requirements do not apply to Senators representing the Graduate School, the School of Veterinary Medicine, or the Paul M. Hebert Law Center. Each Senator representing these Academic Areas must meet with the Speaker at the beginning of each Regular Session to determine appropriate requirements based on their academic demand.

**§ 209. Removal; Speaker or Speaker pro tempore**

The Senator holding the office of the Speaker or Speaker pro tempore may be removed from the office during any regularly scheduled meeting of the Senate at such time as two-thirds of the Senate present and voting vote in favor of their removal. Such vote shall be by secret ballot. A member thus removed from the office shall remain a Senator.

**§ 210. Absences**

<sup>1</sup>One absence shall be assessed to a Senator who fails to answer when their name is called during the initial roll call taken in a Regular Session meeting, unless they are recognized as “present” by the Speaker before the end of Public Input.

<sup>2</sup>One absence shall be assessed to a Senator who fails to answer when their name is called during the roll call vote on a motion to adjourn a Regular Session meeting if and only if the motion to adjourn passes.

<sup>3</sup>Absences which fall under the University guidelines for excused absences (Policy Statement 22), or pertain to University classes, shall be submitted to the Speaker for signature and approval before the next Regular Session meeting after the absence incurred. The excuse shall be placed on file with the Secretary of the Senate.

### **§ 211. Written notification of excessive absences**

When a Senator has been assessed three or more absences, the Secretary of the Senate shall send written notification to said Senator of such fact. Such notification shall be sent within two class days of adjournment of the Regular Session meeting at which the third absence is assessed.

### **§ 212. Failure to attend meetings**

If a Senator-elect or vacancy appointee fails to attend the first three Regular Session meetings or the first three meetings of their assigned committee (whether the absences be excused or unexcused), that seat shall be vacated by the Speaker.

### **§ 213. Proxies**

Proxies for Senators during any Regular, Organizational, Special, Veto or Orientation Session shall not be allowed. Proxies shall be allowed during any Senate committee meeting. Such a proxy must be a current Senator who is not a member of the committee in need of a proxy.

## **CHAPTER 4. LEGISLATION**

### **§ 301. Legislative instruments**

A bill is a binding statement of the Senate that calls for specific actions to be taken. Bills are passed by two-thirds of the Senate present and voting. A resolution is a non-binding statement of the opinion of the Senate. A resolution is passed by a majority of the Senate present and voting. A concurrent resolution is a binding statement that calls for specific action to be taken concerning appointments or the issuance of a directive, typically involving the executive branch. A concurrent resolution is passed by a two-thirds of the Senate present and voting. An order is a binding edict that allows the Speaker to execute actions pursuant to their legislative authority. An order is effectuated by issuance from the Speaker.

### **§ 302. Profiling of legislation**

If a piece of legislation is to be presented at a meeting of the Senate during New Business, the preamble of the legislation shall have been delivered to the Speaker or their designee no later than two class days before the meeting is to convene.

### **§ 303. Numbering of legislation**

The Secretary shall number each piece of legislation in ascending numerical order based on the time in which they were received.

### **§ 304. First reading**

The purpose of the first reading is to introduce the legislation to the Senators. The author shall read the legislation as it is introduced in New Business, and questions about the legislation will then be answered. There shall be no debate and the Speaker shall refer the legislation to the appropriate committees. A resolution that offers either a condolence or congratulatory message shall be introduced in Unfinished Business and debated and voted upon following questions for the author.

### **§ 305. Committee**

The committees to which the legislation has been referred shall be presented the legislation by the author. The committees shall discuss the legislation and make amendments to its form and content. The committees shall then vote to report upon the legislation favorably, unfavorably, or without recommendation or action. An appropriations bill must be accompanied by a respective form provided by the author and signed by a University Administrator.

### **§ 306. Second reading**

If the committees to which the legislation was referred reports the legislation favorably or without recommendation, upon introduction of the legislation in Unfinished Business, the author is required to give a reading of the legislation.

### **§ 307. Debate**

<sup>1</sup>After the second reading the author of the legislation shall open general debate with opening remarks about the legislation. The author may then yield the floor to others if needed and answer any questions. Author's opening comments shall be limited to five minutes. Questioning shall be limited to ten minutes. During general debate, the legislation shall be open for debate and any amendments may be made. For bills regarding appropriations, if the amount appropriated is increased by amendment of the Senate, the bill shall be returned to committee by the Speaker for reconsideration.

<sup>2</sup>If the ranking member of the committee to which the legislation was referred voted in favor of the legislation, they shall explain why the majority of the committee recommended passage. If the ranking member of the committee to which

the legislation was referred voted against passage, they shall explain why the minority of the committee took the action taken.

<sup>3</sup>Any other Senator who wishes to debate the pending legislation may seek the floor for debate and may yield to questioning from the Senate at completion of their remarks. A fixed time of ten minutes will be allowed for each Senator's recognized turn for debate. A fixed time of five minutes will be allowed for the questioning of each senator's recognized turn for debate.

<sup>4</sup>When all debate is finished, the author of the legislation shall be given the floor for closing remarks, even when debate has been ended by calling previous question, at which time the author may yield the floor, but no questions may be asked. Ten minutes shall be allowed for closing remarks. After closing remarks are finished, a final vote is taken on the legislation.

<sup>5</sup>For appropriations bills and approval of the Student Government Budget, two-thirds of the Senate present and voting must consent to a vote being taken on final passage of the legislation in order for the final vote to be held.

### **§ 308. Final action**

If the legislation is approved by the Senate, the engrossed copy shall include all amendments and be signed by the Secretary. When such legislation has been signed by the Secretary of the Senate, it shall be enrolled and signed by the presiding officer of the Senate and sent to the President. Upon such signatures, the legislation becomes enacted.

### **§ 309. Withdrawal**

Legislation being considered by the Senate may be withdrawn by the author at any time before the final vote.

### **§ 310. Dilatory legislation prohibited**

No dilatory legislation shall ever be allowed for consideration before the Senate.

### **§ 311. Co-authors**

A Senator can become a co-author of legislation by any of the following ways: (1) if the author of the legislation agrees to accept that Senator as a co-author upon request; (2) if the author of a piece of legislation accepts an offered amendment as friendly, the Senator who offered the amendment will become a co-author of that legislation; (3) if a Senator insists upon an amendment to a piece of legislation, and that amendment passes, the Senator who insisted upon the amendment will become a co-author of that legislation.

### **§ 312. Rights of the author**

The author of a piece of legislation shall be defined as the person whose name appears first on a piece of legislation. Co-authors shall follow the author's name in alphabetical order. The author shall have the following privileges exclusively: (1) to

assign another Senator to carry a piece of legislation on behalf of the author in their absence; (2) in the consideration of a veto, to have the first response to the President's veto explanation, and to be the last person to speak prior to the President's closing comments, regardless if previous question is called; (3) in the case of a hostile amendment, to be the first to speak in opposition of the amendment, and to be the last person to speak in opposition to the amendment prior to the author of the amendment's closing comments, regardless if previous question is called.

### **§ 313. Reconsideration**

Upon final consideration of any legislation should the instrument fail to be adopted, the author may make a motion to bring the instrument up for reconsideration. The motion shall be debated and voted upon at the beginning of Unfinished Business in the following legislative week. Upon passage of said motion by a simple majority vote of the Senate present and voting, the legislative instrument in question shall be placed into Unfinished Business for that legislative week. No legislative instrument shall be reconsidered if it has been reconsidered once before.

### **§ 314. Legislative orders**

Legislative orders shall be enacted by action of the Speaker. The Senate need not approve of legislative orders; however, if two-thirds of the Senate present and voting disapprove of the legislative order, the legislative order can be nullified by such a vote. The veto of a legislative order should be initiated immediately following the issuance of the order. The Speaker must recognize the veto proposal.

## CHAPTER 5. ORDER OF BUSINESS

### **§ 401. Order of business**

The order of business of the Senate shall be at the discretion of the Speaker or as follows:

Call to Order

Moment of Silence

Land Acknowledgment

Pledge of Allegiance

Roll Call

Public Input

Delegate Reports

Executive Officer Reports

Judicial Officer Reports

Reading, Correction, and Adoption of the Minutes

New Business

    Bills

    Concurrent Resolutions

Resolutions  
Unfinished Business  
    Consideration of Veto  
    Reconsideration  
    Bills  
    Concurrent Resolutions  
    Resolutions  
    Legislative Orders  
Induction of New Senators  
Committee Reports  
Advisor Reports  
Legislative Officer Reports  
Petitions, Memorials, and Other Communications  
Adjournment

**§ 402. Order of consideration**

All legislation shall be considered in numerical order.

**§ 403. Effect of adjournment**

If there is an item of legislation being considered for passage by the Senate, and the Senate adjourns, then the legislation shall be placed in the category of Unfinished Business and consideration of such item shall be completed before any other instrument may be considered.

**§ 404. Time limits**

Any member of the public who wishes to speak during the appropriate order of business shall be allotted a maximum of three minutes. Any Student Government officer who wishes to speak during the appropriate order of business shall be allotted a maximum of five minutes. Any presenter who wishes to speak during Petitions, Memorials, and Communications shall be allotted a maximum of three minutes.

CHAPTER 6. AMENDMENTS

**§ 501. Order of amendments**

Only one proposed amendment to a legislative instrument shall be in order for consideration at any one time.

**§ 502. Friendly amendments**

A proposed amendment to a proposed amendment, or a proposed amendment to a legislative instrument, may be accepted by the author of the said legislative instrument, without the necessity of a vote of the Senate.

**§ 503. Germane to subject**

Every amendment must be germane to the subject of the proposition or the section or paragraph to be amended.

**§ 504. Debate on amendments**

Debate on amendments, not accepted by the author of the legislation as friendly and deemed hostile, shall be allowed. The author of the amendment shall be given the first opportunity to speak on the amendment. Time limits for debating an amendment be two minutes.

CHAPTER 7. COMMITTEES

**§ 601. Committees**

All standing committees shall be established by legislative order at the first meeting of each Regular Session.

**§ 602. Establishing committees**

The legislative order issued at the first meeting of each Regular Session shall list the committees established by the Speaker. The legislative order must additionally enumerate the purpose, goals, membership, leadership, and term for the committee. Committees may be dissolved by legislative order at the pleasure of the Speaker. Entities may be created via resolution by a majority of the Senate present and voting.

**§ 603. Referral to committees**

All legislation, except bills of impeachment and legislative orders, shall be referred by the Speaker to the appropriate committee based on subject matter. Objections to the referral of legislation to a committee shall not be entertained.

**§ 604. Committee meetings**

Each committee of the Senate shall hold regularly scheduled meetings, at least twice a month and in every week in which it is referred legislation. The time and location of the meeting are to be made publicly available.

**§ 605. Meetings prohibited while Senate meets**

No committee can hold regularly scheduled meetings on the same day on which the Senate holds its regularly scheduled meetings.

**§ 606. Consideration of legislation**

<sup>1</sup>No committee of the Senate shall consider legislation without the author present, unless the Speaker directs the committee otherwise. The author of the legislation shall be recognized in opening comments followed by questions. Any member of the committee may be recognized for debate following questions for the author. Once debate has ended or there is a motion for previous question, the author shall give closing comments. The committee will proceed with a roll call vote.



<sup>2</sup>An Aye vote means that the Senator recommends passage or recommends passage with amendments. A simple majority of Aye votes indicates that it is the opinion of the committee that the legislation should be passed.

<sup>3</sup>A Nay vote means that the senator recommends against passage. A simple majority of Nay votes indicates that it is the opinion of the committee that the legislation should not be passed.

<sup>4</sup>The legislation is placed into Unfinished Business at the next regularly scheduled meeting unless the legislation receives a majority of Nay votes in the committee.

### **§ 607. Consideration of appointments**

<sup>1</sup>For all concurrent resolutions involving appointments, the chair of the relevant committee shall introduce the appointee, including the position to which they are appointed. The appointee shall give opening comments followed by questions from the committee. Any member of the committee may then be recognized for debate. The appointee shall be allowed to respond to each point of debate if they so choose. The appointee may then ask questions to the committee and give closing comments. Once debate has ended or there is a motion for previous question, the committee will proceed to a roll call vote.

<sup>2</sup>If more committee members vote in favor of the appointment than those opposed, the concurrent resolution shall be placed into Unfinished Business at the next regularly scheduled Senate meeting.

<sup>3</sup>If more committee members vote in opposition of the appointment than those in favor, the concurrent resolution shall not be considered at the next regularly scheduled Senate meeting.

### **§ 608. Committee report**

The chair of the committee shall report on the opinion of the committee with regards to all considered legislation.

### **§ 609. Directing committee to report**

<sup>1</sup>No legislation which was referred to a committee shall be acted upon or considered by the Senate until the committee has reported the same; however, a simple majority of the present and voting membership of the Senate may, by motion, direct a committee to report on the status of legislation in which case the committee so directed shall report the legislation as directed.

<sup>2</sup>A simple majority of the members of the Senate present and voting may by motion recall legislation from a committee and discharge the committee from any further consideration of the same, in which case the legislation shall be resubmitted to another committee as specified in the discharge motion.

### **§ 610. Temporary committees**

During the annual Spring Organizational Session, the Speaker may appoint no fewer than seven, but no more than eleven, Senators to the Temporary Committee on Budget & Appropriations and Temporary Committee on Rules.

## CHAPTER 8. QUORUM AND DECORUM

### **§ 701. Quorum**

A quorum of the Senate is defined as a simple majority of the voting membership of the Senate, not including vacant seats. The presence of a quorum of the Senate is required for the Senate to conduct business; however, a membership threshold smaller than quorum may move and vote to adjourn, fix the time to adjourn, or recess.

### **§ 702. Quorum call**

A quorum call to ascertain whether or not a quorum is present shall be in order at any time excluding a vote. When a member of the Senate requests a quorum call, the Secretary shall immediately call roll. If more than fifty percent of the voting membership excluding vacant seats answers such roll call, a quorum shall be deemed present.

### **§ 703. Floor of the Senate**

The floor of the Senate is defined as the portion of the room in which the officers of the Senate are sitting.

### **§ 704. Admission to the floor**

No person, other than the officers of the Senate, shall be allowed on the floor of the Senate while the Senate is in session, unless the presiding officer has given the person permission to do so for a given occasion.

### **§ 705. Decorous language**

Every member shall confine themselves to decorous language in addressing the Senate.

### **§ 706. Clearing the room**

In case of disturbance or disorderly conduct, and after sufficient warning, the presiding officer on their own accord, or upon a motion and a simple majority vote of the Senate present and voting, may clear the entire chamber, or any part thereof, of any and all persons causing or creating the disturbance. Any person may be re-admitted to the Senate's meeting place upon approval of the presiding officer or by a simple majority vote of the Senate present and voting.

### **§ 707. Right to yield**

Only the person who has the primary possession of the floor may yield to any person in the room.

## CHAPTER 9. MOTIONS

### **§ 801. Motions with effect of legislation prohibited**

No motion which, if adopted, will have the effect of legislation shall be in order at any time.

### **§ 802. Dilatory motions prohibited**

No dilatory motion shall ever be entertained by the presiding officer.

### **§ 803. Possession of the Senate**

When a motion is made, and after the presiding officer has stated it, it must be seconded before it shall be deemed to be in possession of the Senate. A motion may be withdrawn by the member who made it at any time before the previous question, or the previous question on the entire subject matter, is moved.

### **§ 804. Motion to adjourn**

A motion to adjourn shall always be in order, except when the main question has been ordered. The motion to adjourn shall be decided without debate. In putting the question on the motion to adjourn, the presiding officer shall inform the Senate of remaining business by indicating the position in the Order of Business.

### **§ 805. Motion to adjourn or recess during legislation**

If a motion to adjourn or to take a recess is made and adopted while legislation, or an amendment thereto, is under debate, then the pending amendments, if any, shall be deemed to have been withdrawn, and the legislation, in the case of the motion to recess, and in the case of the motion to adjourn, shall be considered first when the Senate next returns to that order of business.

## CHAPTER 10. VOTING

### **§ 901. Required voting and vote records**

Votes must be taken and recorded on the final passage of all legislative instruments, convening and adjourning roll call, quorum calls, and amendments or motions to which there is objection by any Senator.

### **§ 902. Prohibition of voting by non-members**

No person who is not a member with the right to vote shall cast a vote on any matter before the Senate.

### **§ 903. Prohibition of talking during a vote**

No talking or communication of any kind may be made while a vote is being conducted. The only permitted form of communication during a vote shall be approaching the Speaker's desk with a message written on a piece of paper.

**§ 904. Speaker's vote**

The Speaker shall not be required to vote except in the case of a tie without the Speaker's vote.

**§ 905. Putting the question**

When the time comes for disposal of a question before the Senate, the Speaker shall announce the question. The Speaker shall put the question in the following manner: "All those in favor of [question] will vote Aye, those opposed will vote Nay, and those abstaining will do so." After the Senators have voted, the Speaker will announce the vote.

**§ 906. Ties**

In the case of a tie vote, a motion, resolution, or bill is deemed to have failed.

**§ 907. Change of vote**

No member may change their vote once the vote has been announced by the presiding officer.

**§ 908. Abstentions**

A member may abstain from voting on any motion or legislative instrument on which a vote has been ordered. For the purposes of determining the number of votes required for said question to pass, abstentions shall be treated as if such member did not vote on said instrument, and abstentions shall not be counted in determining the total number of votes on the question but shall be counted in determining if quorum is present.

**§ 909. Suspension of rules**

No rule of the Senate shall be suspended except by a favorable vote of two-thirds of the Senate present and voting.

CHAPTER 11. IMPEACHMENT

**§ 1001. Impeachment bill**

No bill of impeachment shall be accepted without at least a total of one author and nine co-authors. When a bill of impeachment is introduced in Regular Session, it shall be numbered and deemed to have been classified as New Business for the next regularly scheduled session. A bill of impeachment shall not be considered by any committee.

**§ 1002. Senate in impeachment hearing**

At the next regular meeting after a bill of impeachment has been introduced, upon the presentation of the bill during Unfinished Business, the Senate shall be in an impeachment hearing.

### **§ 1003. Presiding officer**

Except when the Chief Justice of the University Court is being tried, they shall preside over the impeachment hearing. When the Chief Justice is being tried, the Vice President shall preside over the impeachment hearing.

### **§ 1004. Order of procedure**

The order of procedure at an impeachment hearing shall be as follows: (1) the presiding officer shall take the chair and call the impeachment hearing to order; (2) the author of the bill of impeachment may present their opening statement; (3) the accused officer may present their opening statement; (4) the author of the bill shall have an opportunity to present their evidence, and then take questions from the Senate; (5) the accused shall have an opportunity to present their evidence, and then take questions from the Senate; (6) the author of the bill may present their closing statements; (7) the accused may present their closing statements; (8) the Senate shall move directly into a vote by silent ballot on the bill of impeachment; (9) an Aye vote is to convict, a Nay vote is to acquit; (10) the presiding officer shall announce the result of the vote; (11) if convicted, the presiding officer shall declare the accused removed from office; (12) if acquitted, the presiding officer shall declare the defendant exonerated; (13) the presiding officer shall step down from the chair and the Senate shall return to the next item of Unfinished Business.

### **§ 1005. Amendment of bill of impeachment**

At any time when the Senate is in an impeachment hearing, the author of the bill of impeachment may voluntarily remove any or all of the charges listed in the bill.

### **§ 1006. Requirement for vote that violation was committed**

A vote to convict shall be rendered by a Senator only if they find evidence clear and convincing after amendments that all charges remaining in the bill of impeachment were committed.

## CHAPTER 12. MINUTES

### **§ 1101. Proceedings entered therein**

The proceedings of the Senate shall be taken to detail a true and accurate account of the proceedings. Roll calls taken at the beginning and ending of these proceedings must be entered in said minutes with a detailed account listing members present and absent. Approved excused absences shall be noted as such in said minutes.

### **§ 1102. Votes entered therein**

Each vote of the Senate shall be entered in the minutes together with a concise statement of the question upon which the vote was taken. Each roll call vote

shall be entered in the minutes in such a manner as to list the name of each member voting aye, nay, or abstaining or absent.

**§ 1103. Legislative instruments entered therein**

The number of each piece of legislation, along with each action taken on it, shall be entered in the minutes when the instrument is up for consideration.

**§ 1104. Minutes to be read**

The Secretary shall read the minutes in the appropriate order of business, unless by a simple majority vote of the Senate present and voting, the Senate dispenses with the reading thereof.

**§ 1105. Adoption of minutes**

Once the minutes have been read, or after the reading thereof shall have been dispensed with, the minutes may be corrected, and shall be approved, by a simple majority vote of the Senate present and voting. No other rule withstanding, once the minutes have been adopted, they shall be designated as official, and they shall not be amended.

**§ 1106. Dissemination of minutes**

The Secretary shall make publicly available all minutes taken upon their official adoption.

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**TITLE III. THE EXECUTIVE**

**CHAPTER 1. VACANCIES**

**§ 1. Vacancy in offices of both President and Vice President**

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor Vice President to discharge the powers and duties of the office of President, then the Speaker of the Senate shall, upon their resignation as Speaker and as Senator, act as President. The same rule shall apply in the case of the death, resignation, removal from office, or inability of an individual acting as President.

**§ 2. Vacancy in offices of President, Vice President, and Speaker**

If, at the time when a Speaker is to begin the discharge of the powers and duties of the office of President, there is no Speaker, or the Speaker fails to qualify as Acting President, then the Speaker pro tempore of the Senate shall, upon their resignation as Speaker pro tempore and Senator, act as President.

**§ 3. Acting until expiration of term**

An individual acting as President under the previous section shall continue to act until the expiration of the then current presidential term, except that if their discharge of the powers and duties of the office is founded in whole or in part on the failure of both the President-elect and the Vice President-elect to qualify, then they shall act only until a President or Vice President qualifies; and if their discharge of the powers and duties of the office is founded in whole or in part on the inability of the President or Vice President, then they shall act only until the removal of the disability of one of such individuals.

#### **§ 4. Vacancy in all immediate offices**

If, by reason of death, resignation, removal from office, inability, or failure to qualify, there is no Speaker pro tempore to act as President with all other offices previously mentioned in this chapter vacant as well, then the longest serving principal officer of an executive department who is not under disability to discharge the powers and duties of the office of President shall act as President.

#### **§ 5. Acting until expiration of term for principal officers**

An individual acting as President under the previous section shall continue to do so until the expiration of the then current Presidential term, but not after a qualified and prior-entitled individual is able to act.

#### **§ 6. Taking of the oath of office**

The taking of the oath of office for the office of the President by the Vice President, Speaker, Speaker pro tempore, or a principal officer shall be held to constitute their resignation from the office by virtue of the holding of which they qualify to act as President.

#### **§ 7. Compensation of Acting President**

During the period that any individual acts as President under this chapter, their compensation shall be at the rate then provided by enactment in the case of the President.

#### **§ 8. Resignation or refusal of office**

The only evidence of a refusal to accept, or of a resignation of the office of President or Vice President, shall be an instrument in writing, declaring the same, and subscribed by the person refusing to accept or resigning, as the case may be, delivered into the offices of the Speaker and Chief Justice and published in the Student Government Register.

### **CHAPTER 2. OFFICE AND COMPENSATION OF THE EXECUTIVES**

#### **§ 101. Commencement of the term of office**

The term of one year for which a President and Vice President shall be elected, shall, in all cases, commence on the first day of the Spring Organizational Session of the Senate upon installation.

**§ 102. Executive officer terms of office**

All executive officers shall serve terms concurrent with that of the President and Vice President.

**§ 103. Dismissal of executive officers**

All executive officers, except for the Vice President, shall be removed from office by impeachment and may be dismissed from their positions by the President at their discretion.

**§ 104. Oral reporting to the Senate**

The principal officers of each executive department or their designees shall orally report to the Senate on their activities at least twice per semester.

**§ 105. Compensation of the President and Vice President**

The President and Vice President shall receive in full for their services during the term for which they shall have been elected compensation in the aggregate amount of four thousand dollars a year each, to be paid according to University policy. They shall be entitled also to the use of the furniture and other effects belonging to the Student Government Executive Office.

**§ 106. Executive orders**

The President shall have the authority to issue executive orders. Executive orders shall be used to define executive branch policies and establish any committee of the executive branch. Executive orders shall expire at the conclusion of the semester in which they were issued but may be renewed in the following semester. Any order issued during the Summer Semester shall expire on the first day of the following Fall Semester.

CHAPTER 3. DELEGATIONS OF FUNCTIONS

**§ 201. Assistance and services for the President**

The President is authorized to appoint administrative officers and assistants with the advice and consent of two thirds of the Senate present and voting. These officers shall perform such official duties as the President may prescribe. They shall not be compensated.

**§ 202. Assistance and services for the Vice President**

The Vice President is authorized to appoint administrative officers and assistants with the advice and consent of two thirds of the Senate present and



voting. These officers shall perform such official duties as the Vice President may prescribe. They shall not be compensated.

### **§ 203. Personnel report**

<sup>1</sup>The President shall transmit to the Senate and publish in the Student Government Register personnel reports for each month of their term. Each report shall be transmitted no later than the first of each month. The report shall include the full name, position, and a brief description of the position of every member appointed to an office under the executive branch.

<sup>2</sup>The first personnel report shall be sent to the Senate during the Spring Organizational Session so the concurrent resolutions can be created for each appointee.

### **§ 204. General authorization to delegate functions**

<sup>1</sup>The President is authorized to designate and empower the head of any department in the executive branch, or any official thereof, to perform without approval, ratification, or other action by the President: (1) any function which is vested in the President by enactment, or (2) any function which such officer is required or authorized by enactment to perform only with or subject to the approval, ratification, or other action of the President; provided that nothing contained herein shall relieve the President of their responsibility in office for the acts of any such head or other official designated by them to perform such functions.

<sup>2</sup>Such designation and authorization shall be in writing, shall be published, shall be subject to such terms, conditions, and limitations as the President may deem advisable, and shall be revocable at any time by the President in whole or in part.

### **§ 205. Scope of delegation of functions**

<sup>1</sup>The authority conferred by the previous section shall apply to any function vested in the President by enactment if such enactment does not affirmatively prohibit delegation of the performance of such function as herein provided for, or specifically designate the officer or officers to whom it may be delegated. The previous section shall not be deemed to limit or derogate from any existing or inherent right of the President to delegate the performance of functions vested in them by enactment, and nothing herein shall be deemed to require express authorization in any case in which such an official would be presumed to have acted by authority or direction of the President.

<sup>2</sup>The issuance of executive orders shall not be delegated. The signing or vetoing of legislation shall not be delegated. The appointment authority of the President shall not be delegated. The appointment authority of the Vice President shall not be delegated.

### **§ 206. Definitions**

As used in this chapter, the term “function” embraces any duty, power, responsibility, authority, or discretion vested in the President or other officer concerned, and the terms “perform” and “performance” may be construed to mean “exercise.”

## CHAPTER 4. ORGANIZATION

### **§ 301. Executive departments**

The executive departments are:

Department of Academic Affairs  
Department of Athletics  
Department of Campus Affairs & Sustainability  
Department of Communications  
Department of Disability Services  
Department of Diversity  
Department of Governmental Relations  
Department of Health & Wellness  
Department of Justice  
Department of Non-Traditional Students  
Department of Photography & Videography  
Department of Programming  
Department of Student Auxiliaries & Services  
Department of Student Entertainment  
Department of Student Outreach  
Department of Transportation & Safety  
Department of Treasury  
Department of Veteran & Military Student Affairs  
Department of We’re Committed

### **§ 302. Principal officers**

Each department shall be led by a principal officer or head. Each head shall be known as a Director, except for the Department of Justice which is headed by the Attorney General. These principal officers shall be appointed by the President, except for the Director of Treasury who shall be appointed by the Vice President, with the advice and consent of two thirds of the Senate present and voting. All principal officers shall not be compensated.

### **§ 303. Executive Cabinet**

The principal officers of each executive department along with the President shall constitute the Executive Cabinet. The Cabinet shall serve as an advisory body to the President on the matters respectively handled by each department. The Cabinet shall convene at least weekly during each Semester. Minutes shall be taken at each meeting and published in the Student Government Register.

### **§ 304. Subordinate appointees**

All subordinates to the heads of the executive departments shall be appointed by the President with the advice and consent of two thirds of the Senate present and voting. Each subordinate serving directly under a principal officer shall be known as an Assistant Director. Any subordinates under Assistant Directors may be known as seen fit by the President or the Director of that department. All subordinate appointees shall not be compensated.

### **§ 305. Departmental regulations**

The head of an executive department may prescribe regulations for the governance of their department, the conduct of their subordinates, the distribution and performance of its business, and the custody, use, and preservation of its records, papers, and property. This section does not authorize withholding information from the public or limiting the availability of records to the public.

### **§ 306. Delegation of authority**

In addition to the authority to delegate conferred by other enactments, the head of an executive department may delegate to subordinate officials the authority to take final action on matters pertaining to the appointment, direction, and general administration of personnel under their department and authorize the publication of advertisements, notices, or proposals.

### **§ 307. Systematic department review of operations**

Under regulations prescribed and administered by the President, each department shall review systematically the operations of each of its activities, functions, or organizational units, on a continuing basis. The purpose of the reviews includes determining the degree of efficiency and economy in the operation of the department's activities, functions, or organizational units; identifying the units that are outstanding in those respects; and identifying the appointees whose personal efforts have caused their units to be outstanding in efficiency and economy of operations. The findings of the reviews shall be published in the Student Government Register.

### **§ 308. Department strategic plans**

<sup>1</sup>Not later than the first day of each Fall semester, the head of each department shall publish in the Student Government Register a strategic plan for the year and transmit it to the President and Speaker. Such plan shall contain (1) a comprehensive mission statement covering the major functions and operations of the department; (2) general goals and objectives, including outcome-oriented goals, for the major functions and operations of the department; (3) a description of how the goals and objectives are to be achieved including a description of operational processes, skills and technology, and the human, capital, information, and other resources required to achieve those goals and objectives; and (4) an identification of

those key factors external to the department and beyond its control that could significantly affect the achievement of the general goals and objectives.

<sup>2</sup>As needed, the head of each department may make adjustments to the strategic plan to reflect significant changes in the environment in which the department is operating, with appropriate notification of the President and Speaker.

### **§ 309. Executive committees**

The executive order establishing an executive committee must enumerate the purpose, goals, membership, leadership, and term for the committee. Committees may be dissolved by executive order at the pleasure of the President.

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## **TITLE IV. THE JUDICIARY**

### **CHAPTER 1. ORGANIZATION OF THE COURTS**

#### **§ 1. University Court**

The University Court shall be recognized by this Code as the highest court of the judicial branch, composed of nine justices.

#### **§ 2. General Court**

The General Court shall be hereby ordained and established. The court shall be a court of first instance and inferior court to the University Court. The General Court shall be composed of a panel of three judges.

#### **§ 3. Election Court**

The Election Court shall be hereby ordained and established. The court shall be a court of first instance and inferior court to the University Court. The Election Court shall be composed of a panel of three judges.

#### **§ 4. Judicial officers**

The Chief Justice may appoint judicial officers as necessary to carry out the administration of the judicial branch.

#### **§ 5. Removal of judicial officers**

Justices of the University Court shall be removed by impeachment. Judicial officers appointed by the Chief Justice shall be removed by impeachment and may be removed by the Chief Justice at their pleasure.

### **CHAPTER 2. JURISDICTION**

#### **§ 101. University Court jurisdiction**

The University Court shall have appellate jurisdiction. The University Court shall only hear appeals of decisions from the General and Election Courts and all cases referred to it by any facet of the University Administration. The University Court shall also have the authority to issue advisory opinions on any matter by interpreting or giving meaning to Constitutional provisions and any provisions derived therefrom.

**§ 102. General Court jurisdiction**

The General Court shall have limited jurisdiction. The General Court shall only hear cases and controversies arising under the Constitution, the enactments of the Student Government, all rules derived therefrom, except those cases involving elections, and all cases referred to it by any facet of the University Administration.

**§ 103. Election Court jurisdiction**

The Election Court shall have limited jurisdiction. The Election Court shall only hear cases and controversies arising under the Elections title of the Student Government Code, election procedures, elections held by the Election Commission, and all cases referred to it by any facet of the University Administration.

CHAPTER 3. RULE-MAKING AUTHORITY

**§ 201. Rule-making power generally**

The University Court may from time to time prescribe rules for the conduct of their business. Such rules shall be consistent with this Code.

**§ 202. Power to prescribe rules of procedure**

The University Court shall have the power to prescribe general rules of practice and procedure and rules of evidence for cases in the inferior courts. Such rules shall not abridge, enlarge, or modify any substantive right. Such rules may define when a ruling of an inferior court is final for the purpose of appeal.

**§ 203. Transmission of rules**

The University Court shall transmit in writing any rules to the President and Speaker timely after their passage. Such rules shall take effect upon the transmission of the rules, not upon acceptance.

**§ 204. Publication of rules**

All rules adopted by the University Court must be made available to the public after transmission.

CHAPTER 4. JUDICIAL ORDERS

**§ 301. Judicial authority**

The Chief Justice of the University Court and the Chief Judge of any inferior court shall have the explicit authority to issue judicial orders in the name of the respective court.

### **§ 302. Effect of orders and judgments**

All substantive judicial decisions of a court shall be rendered in the form of an order or judgment. Orders and judgments shall carry the full effect and force of the law as provided by the Constitution and all provisions derived therefrom. When practicable, orders shall be written; however, oral orders, especially those mainly regarding procedure, may be made in open court.

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## **TITLE V. COLLEGE COUNCIL**

### **CHAPTER I. MEMBERSHIP AND PURPOSE**

#### **§ 1. Academic Areas**

There shall be a College Council delegation from each Academic Area as defined by this Code including the Roger Hadfield Ogden Honors College.

#### **§ 2. Structure**

Each College Council delegation shall consist of a President, Vice President, and Treasurer elected by the Student Body. The Vice President of the executive branch shall serve as the Chair of the College Council. Each member of the College Council shall be referred to as Councilmembers.

#### **§ 3. Removal**

Councilmembers shall be removed from the Council by impeachment and may be removed from the Council by two-thirds of the Council present and voting.

#### **§ 4. Purpose**

The College Council shall serve to unify the students, faculty, and staff of each Academic Area, and facilitate events for college cohesion. By serving on committees as assigned by the Deans of the respective Academic Areas and serving in the roles to which they were elected, the College Council shall serve as liaisons among the faculty, staff, students, and Student Government officers.

### **CHAPTER 2. MEETINGS AND DUTIES**

#### **§ 101. Quorum**

A majority of Councilmembers present shall constitute a quorum for the transaction of business at any meeting of the College Council.

#### **§ 102. Frequency of meetings**

The College Council shall meet at least twice per month during the Fall and Spring Semesters in order to discuss and propose ideas and initiatives and facilitate communication among each of the Academic Areas.

**§ 103. Voting members**

All Councilmembers from a delegation are voting members. The Vice President as Chair of the College Council may only vote in the event of a tie.

**§ 104. Absences**

All Councilmembers are required to attend Council meetings, delegation hosted events, and any meeting or event deemed mandatory by the Vice President. Any absence from a meeting or mandatory event will count as an absence unless the member can provide a Policy Statement Twenty-two excuse.

**§ 105. Presidents**

The President of each delegation shall preside at all meetings of the Council, shall perform such other duties as may be prescribed in the Constitution or are assigned by the membership of the Council, and shall coordinate the work of the officers of the Council. The President shall serve as a voting member of the Council.

**§ 106. Vice Presidents**

The Vice President of each delegation shall aid the President and shall perform the duties of the President in the absence or inability of that officer to serve. The Vice President shall also oversee the reports of the Presidents in the inability of the President to attend a meeting. The Vice President shall also perform other duties as may be incumbent upon the office or as assigned by the President of the delegation. The Vice President shall serve as a voting member of the Council.

**§ 107. Treasurers**

The Treasurer of each delegation shall oversee the finances of the delegation and shall be voting members of the Council.

**§ 108. Semester plans**

Each College Council delegation shall prepare a semester plan, which shall consist of a basic outline of the programs, initiatives, and objectives of the delegation for the academic semester. The plan shall serve as a guideline and shall not restrict any delegation from pursuing additional initiatives or programs.

**§ 109. Submission of semester plans**

Each semester plan shall be submitted to the Vice President and a University Administrator no later than the third legislative week and presented to the Senate by the fifth legislative week.

**§ 110. Transition meetings**

All incoming Presidents of a delegation must meet with the outgoing President upon their succession into office. Transition documents and a detailed list of successes and failures shall be provided to the incoming President.

### **§ 111. Council Chats**

Each delegation shall make itself available once every Fall and Spring Semester at a time and location on campus chosen at the discretion of the delegation and made public to the students of the respective Academic Area via a broadcast email. The purpose of the Council Chats is to engage students of the Academic Area in order to receive feedback and ideas used to shape initiatives for the delegation.

## **CHAPTER 3. ELECTIONS AND VACANCIES**

### **§ 201. Elections**

Officers shall be elected by ballot annually during the Student Government elections. Officers shall assume their official duties upon election and shall serve for a term concurrent with that of the President and Vice President of the executive branch. Previous officers will serve the rest of the semester in which the election took place to assist with transitioning and finish outstanding programming.

### **§ 202. Vacancy in offices of the President of a delegation**

Should the office of the President of a delegation become vacant, the Vice President of that delegation shall succeed to the office.

### **§ 203. Vacancy in the inferior offices of a delegation**

Should the office of the Vice President or Treasurer of a delegation become vacant, the President of that delegation shall appoint a student from the Academic Area to fill the vacancy with approval from a majority of the full College Council present and voting.

### **§ 204. Vacancy in the superior offices of a delegation**

If the offices of the President and Vice President of a delegation become vacant simultaneously, the Treasurer of the delegation shall succeed to the office of President. The President shall then appoint students from the Academic Area to fill the vacancies with approval from a majority of the full College Council present and voting.

### **§ 205. Vacant delegations**

If an entire delegation is vacant, the Vice President shall appoint a student from the Academic Area to fill the seat of President with approval from a majority of the full College Council present and voting. The President shall then appoint students from the Academic Area to fill the other vacancies with approval from a majority of the full College Council present and voting.



## **TITLE VI. ELECTIONS**

### **CHAPTER 1. GENERAL MATTERS**

#### **§ 1. Purpose**

This title shall provide for the rules and conduct of all Student Government elections.

#### **§ 2. Equal protection**

This title is intended to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office.

#### **§ 3. Accountability**

All interested, potential, and filed candidates, tickets, their affiliated staff, and volunteers shall be held responsible to the contents of this title.

#### **§ 4. Amendments to this title and effective dates**

This title shall be amended by two-thirds of the Senate present and voting. Such amendments shall not go into effect until one semester following passage, not including the Summer Semester.

#### **§ 5. Prohibition on multiple candidacy**

No person may be a candidate for more than one office established under, or elected under the authority of, the Student Government Constitution or any provision derived therefrom.

#### **§ 6. Withdrawal from an election**

If a candidate wishes to withdraw from an election, they must do so by meeting with the Chair of the Election Commission in person presenting a valid picture identification and give the Commissioner a written, signed statement of their withdrawal. Should a withdrawn candidate's name remain on the ballot, they shall be considered to still have withdrawn and thus be ineligible to win the election. For the purposes of tabulation, the candidate shall be treated as if they had never contested. The candidate's votes shall be transferred to each voter's next preference prior to the first round of tabulation.

#### **§ 7. Electing Senate seats**

Senate seats shall be divided in half after apportionment in which one-half of the seats available in a college shall go up for elections in the Fall and the other half shall be up for election in the Spring. In the case of an odd number of seats, one more shall be elected in the Spring. Students will be able to rank as many candidates on the ballot for a particular race as desired but shall not be required to do so.

### **§ 8. Change in apportionment of the Senate**

If apportionment causes an Academic Area to have more or less Senate seats than it previously had, the seats will be added or removed, as the particular case requires. In the event that seats are removed, any Senators whose seats have been discontinued shall be allowed to serve out their regular terms. In the event that seats are added, they shall be placed on the Fall or Spring General Election ballot, whichever will balance apportionment, for a full term.

## **CHAPTER 2. GOVERNANCE OF ELECTIONS**

### **§ 101. Governing body**

Student Government elections shall be governed and facilitated by the Election Commission. This Election Commission shall be advised by and report solely to the University Administrator tasked with overseeing elections.

### **§ 102. Membership and election of leadership**

The Commission shall be composed of five voting Commissioners and one non-voting University Administrator. The Commission shall elect a Chair and Vice Chair by a majority of Commissioners present and voting. The election of the Chair shall be administered by the Chief Justice. The election of the Vice Chair shall be administered by the Chair.

### **§ 103. Appointments to the Commission**

All members of the Election Commission shall be appointed by the President and approved by two-thirds of the Senate present and voting. Commissioners shall serve a term concurrent to that of the President and Vice President. If a vacancy occurs on the Election Commission, the seat must be filled. Such an appointee shall serve the remainder of the vacant term to which they were appointed.

### **§ 104. Responsibilities of the Commission**

The responsibilities of the Commission shall be: to govern and facilitate all Student Government elections; to remain neutral and unbiased in all elections; to educate candidates; to host at least one informational meeting to inform all potential candidates of tickets before the first week of the election timeline; to disqualify any candidate if they meet any of the criteria for automatic disqualification; to remain in constant contact with the appropriate University Administrator; and to attend all meetings of the Election Commission.

### **§ 105. Restrictions on activities**

No Commissioners shall help, assist, serve on, or campaign for any Student Government campaign, ticket, or candidate. Commissioners shall not serve on any other Student Government entity. Commissioners wishing to seek another office

within the Student Government must resign immediately before seeking the new office.

**§ 106. Removal**

Three unexcused absences from Election Commission meetings shall result in automatic removal from the Election Commission.

**§ 107. Quorum**

The Election Commission shall not conduct business without the presence of a quorum. A quorum of the Election Commission shall consist of the presence of a simple majority of Commissioners.

**§ 108. Appointment and vacancies of the Chair**

A Chair shall be elected by the Commission from among the Commissioners. The Chair shall serve a term of one year concurrent with the other Commissioners. In the event of a vacancy of the Chair, the Vice Chair shall become the Chair, and the Commission shall elect a new Vice Chair from among the remaining Commissioners. The President shall then appoint a new Commissioner approved by the two-thirds of the Senate present and voting.

**§ 109. Responsibilities of the Chair**

The responsibilities of the Chair include but are not limited: to supervise all election personnel; to execute the provisions of the Student Government Constitution relative to elections and all provisions of this title; to expend such funds as appropriated to the Election Commission's use, with the approval of the Commission by simple majority vote; to submit a calendar with the days of the election timeframe at least two weeks prior to the first day of filing to the Senate; to issue a report to the Senate each week during the election timeframe; to administer Special Elections; to submit a report to the appropriate University Administrator at the end of each Fall, Spring, and Special Election.

**§ 110. Accountability of the Chair**

The Chair shall be responsible for upholding this title and executing all decisions of the Commission. The Commission may overrule any action of the Chair by a two-thirds vote of Commissioners present and voting.

**§ 111. Appointment and vacancies of the Vice Chair**

The Vice Chair shall be elected by the Commission from among the Commissioners. The Vice Chair shall serve a term of one year concurrent with that of the other Commissioners. In the event of a vacancy of the Vice Chair, the Commission shall elect a new Vice Chair from among the remaining Commissioners.

**§ 112. Responsibilities of the Vice Chair**

The responsibilities of the Chair include but are not limited: to serve at the discretion of the Chair; to assist the Chair in their duties; to serve as the Chair in the absence of a Chair; to incorporate plans for election outreach; to plan a debate between all presidential and vice presidential candidates during active campaigning in the Spring Election.

**§ 113. Appointment and responsibilities of the Secretary**

One Commissioner shall be elected by a majority of the other Commissioners present and voting to serve as the Secretary. The Secretary shall take minutes and maintain the records of the Commission.

**CHAPTER 3. ELECTION TIMEFRAME**

**§ 201. Order of events**

The election timeframe shall consist of five consecutive or non-consecutive academic weeks. If the election consists of non-consecutive academic weeks, it may not exceed nine academic weeks and may not deviate from the weekly order of events as prescribed below beginning no sooner than the third week of class in a semester and ending no later than the twelfth academic week of class in a semester. Non-consecutive weeks may only be used to avoid weeks shortened by University holidays or affected by emergency conditions declared by the University. The order of events for any campus-wide election, not including Special Elections and elections not held concurrently with a Spring or Fall General Election for the consideration of a referendum brought by petition or constitutional amendment, shall be as follows:

- Week 1:      Monday: Ticket heads may begin registering ticket names  
                 Monday & Tuesday: Pre-filing, election informational meetings  
                 Wednesday-Friday: Filing period
  
- Week 2:      Monday: Posting of qualified candidates  
                 Tuesday-Friday: Mandatory meeting and ticket registration  
                 Friday: Deadline for tickets to register ticket names and candidate rosters  
                 Friday: Deadline for Senate submission and signature verification by Election Commission for inclusion of recall, petition, and referendum questions on ballot
  
- Week 3:      Off week
  
- Week 4:      Thursday-Friday: Active campaigning
  
- Week 5:      Monday-Tuesday: Active campaigning continues  
                 Wednesday: General Election  
                 Thursday: Financial and monetary contribution reports filed

Friday: Complaints due and General Election results

Week 6: Monday: Validation of General Election results

### **§ 202. Selection of election-related dates and deadlines**

The Commission shall be in charge of setting all dates of the election-related events listed in the previous section subject to any further provisions of this title. The election timeframe shall consist of five academic weeks beginning with the first day of pre-qualifying and ending two class days after the final election results have been announced. Once the dates have been set and publicly announced before the Senate, the Chair will immediately deliver this information to the President, Speaker, and Chief Justice.

### **§ 203. Announcement of elections**

<sup>1</sup>The Chair shall issue a press release to be posted on the Student Government website at least five class days prior to the opening of the pre-filing period for the Fall and Spring Elections and issue appropriate widespread campus announcements or advertisements in the campus newspaper at least three class days prior to the opening of the pre-filing period for the Fall and Spring Elections.

<sup>2</sup>The announcement shall list the following: the positions to be filled in the election; the dates for the opening and closing of both pre-filing and filing; the time and place that a person may pre-file and file for office; the dates of the General Election; and the name and contact information of the Chair.

### **§ 204. Election informational meetings**

The Chair shall hold at least two election informational meetings before or during the week of pre-filing, filing, and qualifying. The purpose of these meeting will be to provide a simple explanation of basic campaigning guidelines and an election timeline, in hopes of fully educating all prospective candidates on basic election practices. At least two of these meetings shall be offered per semester.

### **§ 205. Pre-filing**

<sup>1</sup>A student shall have the option to pre-file for an election to ensure they meet all stipulations for the sought office before the period of filing begins. Candidates who are deemed qualified will be filed and qualified unless the candidate returns during the filing period to file for a different position. Students who are deemed unqualified for the seat for which they had intended to register will be notified and be given the opportunity to file for a different position during the filing period. A two day class period for pre-filing shall be opened on the first academic week of the election timeframe.

<sup>2</sup>Each student choosing to pre-file must submit a pre-filing form to the Commission on these two class days from 12:00 a.m. on the first day until 4:30 p.m. on the second day. This form may be turned in to the Commission by the student interested in filing for office. This form shall include the student's bona fide name or

preferred nickname, the student's University identification number, the Academic Area in which the student is enrolled, and the office sought.

<sup>3</sup>The Chair shall deliver the forms to the appropriate University Administrator, who shall process the forms and notify the Chair of the pre-filing results no later than the first day of filing. The Chair shall post such pre-filing results outside the Student Government offices and on the Student Government website as soon as they are received and no later than the first day of filing. After the first candidate has pre-filed, no changes may be made to the number of half-seats in the election due to resignation of a current Senator.

## **§ 206. Filing**

<sup>1</sup>A person shall file as a candidate by filing their intention for candidacy, by completing registration with the Commission during the filing period and verifying their eligibility with the Commission. No one may file on behalf of a student that is not themselves. Official University picture identification must be presented at the time of filing. If filing is done through an official University online platform, official University authentication methods shall suffice for this purpose.

<sup>2</sup>A three day class day period for filing shall be opened on the second academic week of the election timeframe. Any student may file an intention of candidacy form provided by the Commission for the office they seek from 12:00 a.m. on the first day to 4:30 p.m. on the final day.

<sup>3</sup>Once a student has filed for a certain office or race, they are able to refile for a different office or race as long as the filing period has not closed. A student may not be filed for more than one office or race at any one time. Once the filing period has closed, a student may not refile for a different office or race. The only exception applies to presidential and vice presidential candidates.

<sup>4</sup>Candidates for President and Vice President shall both be listed together on the ballot and identified as to which office each candidate seeks. If, after the close of filing, a candidate for President or Vice President has not qualified, has been disqualified, or has withdrawn, then the remaining candidate may submit the name of a replacement candidate to the Chair, and this replacement candidate must be qualified by the Chair by 4:30 p.m. on the fifth class day preceding the General Election. The remaining candidate will also have the discretion to refile as either President or Vice President upon selecting their replacement candidate.

<sup>5</sup>If a candidate successfully pre-files for a position, they are automatically filed for that position and, therefore, do not have to file during the designated filing period. Any student may request from the Election Commission the name of any other student(s) who has already filed for candidacy for any position.

## **§ 207. Collection of demographic data during pre-filing and filing**

<sup>1</sup>The pre-filing and filing forms shall include the collection of the following data with the candidate's consent: major, race, gender identity, academic classification, a true or false indicator of Student Government affiliation, as well as

branch affiliation if applicable, and other organizations in which candidates are involved.

<sup>2</sup>Following the election, the Election Commission will release anonymous data on the demographics of the candidates filed and election winners, in addition to providing the data in writing to the Speaker, President, and Chief Justice. The data shall include the aforementioned statistics.

### **§208. Qualifying**

<sup>1</sup>A qualified student is any full-time student that is in accordance with all Campus Life mandated requirements for officers of recognized campus organizations. For all Senate and College Council positions, a candidate must be enrolled at the time of filing in the Academic Area which they are seeking to represent. No Senator can file or run for another seat within the Senate until the final semester of their current term unless proof of change of Academic Area can be presented to the Chair. Proof of Academic Area must be provided by the University Registrar.

<sup>2</sup>After the closing of the filing period, the Chair shall submit the appropriate information for each potential candidate to the appropriate University Administrator for verification. If a student has pre-filed with the Commission, the Chair shall not submit their information for verification, and shall list those students as eligible.

<sup>3</sup>The official list of qualified candidates will be posted outside of the Student Government offices and on the Student Government website. This shall occur no later than noon on the second class day following the closing of the filing period. Complaints to the qualifying or lack thereof of candidates may be filed during this time. The Chair shall notify all candidates who fail to qualify and give reason for disqualification. Complaints pertaining to failure to qualify shall be filed with the Election Court.

### **§ 209. Mandatory informational meetings**

<sup>1</sup>All candidates, excluding those running for reelection for the office currently held, must attend a meeting appropriate to the office they are pursuing. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations. All meetings will be held on the second week of the election timeframe.

<sup>2</sup>Each of these meetings shall be attended by either the Chair or another Commissioner to ensure that each candidate stays for the meeting's entirety. Upon arrival, candidates must sign in with the Chair or a Commissioner and also present a valid form of picture identification. There should be ample time during a meeting to answer any questions candidates may have about their potential positions.

<sup>3</sup>In the event that candidates are unable to attend one of the mandatory scheduled informational meetings, the candidate must notify the Chair before their mandatory scheduled meeting. If an extenuating circumstance as determined by the Commission occurs on the night of a meeting which causes a candidate to be unable

to attend, the candidate must provide a written excuse to the Chair within two class days of the mandatory scheduled meeting. In any case where the candidate becomes excused, alternate arrangements shall be made for the candidate. Multiple meetings can be held if deemed necessary. If a candidate does not attend their appropriate meeting and fails to attend a makeup meeting, they will be disqualified and therefore no longer considered a candidate.

**§ 210. Executive Staff Informational Meeting**

All candidates running for President or Vice President must attend one Executive Staff Informational Meeting. At this meeting, the current President and Vice President shall provide a basic explanation of their positions to the candidates.

**§ 211. College Council Informational Meeting**

All candidates running for a College Council position must attend one College Council Informational Meeting. This meeting shall be conducted by the current Vice President or their designee and should provide an explanation of basic College Council practices.

**§ 212. Senate Informational Meeting**

All candidates running for Senate seats must attend one Senate Informational Meeting. At this meeting, the current Speaker and Speaker pro tempore shall provide a basic explanation of the duties of a Senator.

**§ 213. Ticket registration**

Each ticket shall select a ticket representative who shall serve as the liaison between the Commission and the organized ticket. The ticket representative's duties shall be to provide the Chair with the Ticket Registration Form the Monday of the first week of the election timeframe and confirm the entire ticket roster, including all staff, candidates, and volunteers no later than one academic week after the end of filing in order to register the ticket with the Commission.

**§ 214. Campaigning**

There shall be no active campaigning until the Thursday of the fourth week of the election timeframe. Passive campaigning may be done at any point before or during this election timeframe and shall not be restricted to any timeframe.

**§ 215. Fall General Election**

The General Election for the appropriate Senators shall be held each year on the Wednesday and Thursday of the fifth academic week of the election timeframe from 7:30 a.m. to 7:30 a.m.

**§ 216. Spring General Election**

The General Election for the President, Vice President, appropriate Senators, and College Councilmembers shall be held each year on the Wednesday and



Thursday of the fifth academic week of the election timeframe from 7:30 a.m. to 7:30 a.m.

### **§ 217. General Election results**

Regardless of complaints to the Election Court or appeals to the University Court, the unofficial results of the General Election shall be announced by the Chair in an appropriate campus location and uploaded to the Student Government website, after 4:30 p.m. on the Friday after the General Election. Released results shall include the names of any candidates on the official ballot who withdrew or were disqualified, the names of those candidates deemed elected, and the number of votes for each candidate at each round of tabulation. Should such results be changed due to judgments on complaints or appeals prior to results becoming final, these notices shall be updated accordingly.

### **§ 218. Validation of General Election results**

If no complaints or appeals are registered by 4:30 p.m. on the Friday of the fifth academic week of the election timeframe, all General Election results shall be deemed final. If any complaints or appeals are pending, certification shall upon the conclusion of such cases.

### **§ 219. Special Elections**

If the Election Court determines that the action of the Election Commission, any person, or any organization has cast a reasonable doubt on the fair outcome of an election, it may order that particular election to be held again. The election will adhere to the specific rules of a Special Election. The rules of a Special Election shall be formulated by the Election Court.

## **CHAPTER 4. VOTING**

### **§ 301. Ballots**

<sup>1</sup>Candidates shall appear on the ballot alphabetically by last name. Presidential and vice presidential candidates shall not be voted on separately; they shall be listed together. Ticket affiliation shall be listed next to the names of each candidate registered with a ticket.

<sup>2</sup>Ballots shall instruct voters to rank the candidates they support in order of preference, with “1” being the highest/most preferred. Voters may rank as many or as few candidates as they wish. Ballot instructions shall include a statement expressing the following idea to voters: “One does not hurt the chances of higher-ranked candidates by ranking additional candidates.” No write-in votes for candidates shall be allowed, and no space for write-ins shall be provided.

### **§ 302. Tied preferences**

Tied preferences and skipped preferences shall not be allowed, and the online ballot shall prevent the submission of such rankings while informing the voter of

the error. If such prevention is not possible for technical reasons, the Commission shall include language in the ballot instructions warning voters that duplicate rankings are not allowed and could result in the voiding of some or all of their rankings. In the case of a tied preference, if more than one of the tied candidates still survive at that point in the tabulation, the ballot shall be exhausted at that point, even if other candidates have been ranked. In the case of skipped rankings, lower preferences shall be moved up to fill the skipped preference.

### **§ 303. Voting identification**

Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Constitution and all provisions derived therefrom entitle them to vote. The list of members of the Student Body shall be provided from the University and not altered by the Commission.

### **§ 304. Online voting**

Students may vote from any voting apparatus with access to the internet using the official University online program dedicated for voting by the Election Commission. The Election Commission will be responsible for ensuring that all voters meet the requirements to vote in the election. Any vote submitted by someone ineligible to vote in a given election will not be counted, but no penalty shall be levied against the voter, candidate, or ticket unless a clear intent to deceive or corrupt the election can be demonstrated. Any alleged violation of the Student Code of Conduct or any other University policy will be referred to the Office for Student Advocacy & Accountability for further action.

### **§ 305. Voting application**

The format and structure used by Information Technology Services (ITS) for online voting must be approved by the Election Commission.

### **§ 306. Voting stations and locations**

A voting station or location, except public computer labs, shall be defined as an electronic device that is a voting apparatus provided by the Election Commission and used by an individual other than the owner to access the official online ballot. No organized voting locations shall be allowed except those administered by the Election Commission. The Chair shall list the locations of Election Commission administered voting locations outside of the Student Government offices three class days prior to any election. If necessary, the Commission shall establish and operate on-campus voting stations on election days. Such voting stations shall have at least one Commissioner present at all times.

### **§ 307. Votes to win General Election**

<sup>1</sup>A candidate who is unopposed when the General Election results are deemed final shall be automatically elected. In order to win the General Election, an

opposed candidate must receive a percentage threshold of the vote or be among the surviving candidates when the total number of already elected and surviving candidates is equal to the number of seats up for election.

<sup>2</sup>The vote threshold required to win outright is determined by calculating the Droop quota, defined as  $(V/[S+1])+1$ , where V is the total number of valid votes, S is the total number of available seats, and the quotient is rounded down to the nearest integer.

### **§ 308. Single-seat races vote tabulation**

<sup>1</sup>Each voter's first-preference candidate receives one vote. If, at the end of any round of tabulation, a candidate obtains a majority of votes from non-exhausted ballots, the candidate shall be deemed elected, and tabulation shall be complete. If, at the end of a round of tabulation, no candidate has reached a majority, the last-place candidate and any candidate for whom it is mathematically impossible to be elected given all plausible sequences of vote transfer from eliminated candidates shall be eliminated and ineligible to receive additional votes. In the case of doubt, there shall be a presumption towards election being mathematically possible.

<sup>2</sup>An eliminated candidate's votes shall be transferred at full value to each voter's highest-ranked non-eliminated candidate. If all of a voter's ranked candidates are eliminated, that ballot shall be deemed "exhausted," and further vote transfers from that ballot shall not be counted for any surviving candidate.

### **§ 309. Multiple-seat races**

<sup>1</sup>Each voter's first-preference candidate receives one vote. The vote threshold shall be calculated once votes are counted in the first round of tabulation. Once calculated for a particular multiple-seat election, the vote threshold shall not be reduced on account of exhausted ballots. If, at the end of any round of tabulation, a candidate obtains the vote threshold, the candidate shall be deemed elected, and they shall be ineligible to receive additional votes in further rounds of tabulation. An elected candidate's votes shall be transferred to each voter's highest-ranked non-eliminated candidate not already elected at a value of  $V(C-T)/C$ , where V is the value of each vote when the candidate was elected, C is the candidate's vote-total when elected, and T is the vote threshold.

<sup>2</sup>In calculating the number of votes to be transferred, if truncation is necessary for technical reasons, any resulting fraction shall be truncated at six decimal places. If, at the end of a round of tabulation, no candidate has reached the vote threshold, the last-place candidate and any candidate for whom it is mathematically impossible to be elected given all plausible sequences of vote transfer from eliminated candidates shall be eliminated and ineligible to receive additional votes. In the case of doubt, there shall be a presumption towards election being mathematically possible.

<sup>3</sup>An eliminated candidate's votes shall be transferred at present value to each voter's highest-ranked non-eliminated candidate not already elected. If all of a voter's ranked candidates are eliminated or already elected, that ballot shall be

deemed exhausted, and further vote transfers from that ballot shall not be counted for any surviving candidate.

<sup>4</sup>The tabulation is complete if all seats have been filled by candidates meeting the vote threshold, or the combined number of surviving and already elected candidates is equal to the number of seats contested.

### **§ 310. Ties**

If a tie prevents the elimination of a candidate (for example, a tie for last place or the last seat to be elected after all transfers from eliminated and already-elected candidates have been completed), the candidate(s) with more votes in the most recent round of tabulation where there was a difference between the affected candidates shall advance. If the candidates are tied in all previous rounds, one candidate shall be chosen at random to be eliminated.

### **§ 311. Voter fraud**

Voter fraud shall be casting a ballot on behalf of any individual other than oneself. Elections containing voter fraud shall be examined by the Election Court. Appeals to an Election Court judgment regarding voter fraud shall be appealed to the University Court.

## **CHAPTER 5. TICKETS**

### **§ 401. Tickets**

A ticket shall be recognized by this title. Tickets are not required to have a presidential or vice presidential candidate. A ticket may not register more candidates than seats available in the given election. The ticket representative must transmit a list of all staff members, volunteers, and candidates upon registering with the Commission. These individuals shall be held responsible for this title. Candidates cannot be listed on multiple tickets. Tickets must account for their total amount of expenditures. Tickets as a whole may be held responsible to infractions of this title.

### **§ 402. Ticket organization and preparation**

<sup>1</sup>Ticket organization can include but is not limited to the following stages: private discussions of prospective candidacy and ticket formation; selecting and forming a campaign staff; brainstorming ideas, strategies, slogans, and colors; collecting financial contributions; holding campaign staff meetings; sharing platform ideas and issues with the campaign staff; reserving rooms for ticket meetings; and designing, ordering, or receiving campaign materials.

<sup>2</sup>Ticket preparation can include but is not limited to the following stages: recruiting candidates and holding initial ticket meetings with candidates affiliated with the ticket.

### **§ 403. Ticket registration**

The ticket representative shall provide the Chair with the ticket name on the first Monday of the first week of the election timeframe. The ticket representative shall confirm the ticket's roster of candidates no later than one academic week after the end of filing. Candidates registered with a ticket will waive responsibility for submitting individual financial forms and instead be included in the ticket financial form.

#### **§ 404. Non-recognized tickets**

<sup>1</sup>Only a ticket that is registered and recognized by the Commission as a ticket may operate as such. Any group or affiliation of candidates that act as a ticket without being recognized as such, and utilize the privileges granted to a ticket, primarily those of collective finances and commonly recognized materials and organization, will be held in violation and subject to penalties from the Election Court. Collective finances shall be defined as, but not limited to, two or more candidates or tickets jointly expending monetary contributions that were originally given to separate candidates or tickets. Commonly recognized materials shall be defined as, but not limited to, two or more candidates or tickets jointly producing campaign materials that do not clearly identify each individual or candidate as members of the separate tickets originally denoted at the time of ticket registration.

<sup>2</sup>This section shall not be construed to prohibit a ticket or candidate from endorsing or otherwise supporting other tickets or candidates, including endorsement of a specific order of candidate preferences, provided that the above restrictions on collective finances and commonly recognized materials are followed.

### **CHAPTER 6. CAMPAIGNING PRACTICES**

#### **§ 501. Definition of campaigning**

<sup>1</sup>Campaigning is any activity by a candidate or ticket member that is intended or likely to affect how a voter casts a ballot. This includes the placement of any signs or the like on display and the solicitation of the vote of any student. For the purposes of this title, campaigning shall be divided into passive and active campaigning.

<sup>2</sup>Passive campaigning includes but is not limited to: announcing or discussing potential candidacy or ticket name in print, broadcast, public forum, or any other media; wearing apparel, buttons, stickers, and similar items explicitly reflecting an affiliation with a candidate or ticket; posting signage; disseminating any campaign material via social media; and surveys and petitions limited to efforts to get student feedback without highlighting individual initiatives or solicit any votes including asking people to like or follow them on social media and without any identification of the candidate or ticket who is conducting the survey or petition.

<sup>3</sup>Active campaigning includes but is not limited to: distributing campaign materials to potential voters (other than private distribution to campaign staff and affiliated candidates) and seeking endorsement or voter support (excluding financial

contributions) for a campaign at an official meeting of a registered student organization (including candidate forums).

#### **§ 502. List serves and emails**

Before and during campaigning, members of a private campaign list serve run by candidates or campaign staff, including and limited to staff, volunteers, and candidates, are considered willful participants and therefore may receive any email concerning candidacy, ticket issues, and other information. During passive and active campaigning, the leader of any student organization, whose organization is not affiliated with Student Government and is registered with the University, may be contacted by any candidate or ticket affiliate for the sole purpose of requesting to speak at that organization's meeting to seek its endorsement.

#### **§ 503. Prohibition on interference with education**

Campaigning must not interfere with the educational life of the University. This includes but is not limited to the posting of campaign signs or posters in classrooms and writing on chalk boards or similar devices. No campaigning (except for wearing apparel, buttons, stickers, and similar items explicitly reflecting an affiliation with a candidate or ticket) shall be allowed inside any University building or within twenty feet of any entrance to a University building. Specifically exempt from this prohibition are candidate and ticket organizational meetings and meetings of registered student organizations, or events authorized by a building coordinator. Active campaigning within twenty feet of the Quadrangle is prohibited except on the day of an election.

#### **§ 504. Prohibited methods of campaigning**

The following methods of campaigning may not be used: decorating any vehicle without the express consent of the owner; any method that violates University policy, including those concerning mass email; sending potential voters unsolicited electronic messages through University-affiliated software; utilizing the Student Government logo or any logo of any organization that has not explicitly endorsed a candidate or ticket; any method that uses a voting apparatus or interferes with a person at a voting apparatus; actively campaigning within twenty feet of a Commission-sanctioned polling station; actively campaigning within or twenty feet from the entrance of a University building; and utilizing the University name or any past or present University logo or trademark.

#### **§ 505. Campaigning ethics**

Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with all authoritative documents of the Student Government; the Code of Student Conduct; University policy; and local, state, and federal law. No member of Student Government shall make undue use of office or use the resources of said office to benefit any candidate or ticket. A campaigner may under no circumstances intentionally interfere with the campaign of another candidate in

any way, including but not limited to the destruction of campaign materials. Anything offered to affect a student's vote must clearly display ticket or candidate affiliation. No campaigner shall make any threat to any voter to affect the student's vote. All campaign activities on campus must be registered with Event Management and Campus Life. The registered event must list specifically what each day will entail.

### **§ 506. Endorsements**

<sup>1</sup>Any student organization, excluding any Student Government entity, that is registered with the University may publicly endorse any candidate or ticket for office so long as the organization has the prior approval of the candidate to be endorsed. Candidates or tickets cannot receive any financial contributions from any registered student organization.

<sup>2</sup>No Student Government entity shall endorse any candidate or ticket. Student Government entities shall not display any campaign materials in any office, meeting, or event space. Executive and legislative officers of the Student Government may endorse candidates and tickets so long as the endorsement includes a disclaimer that dissociates the office from the endorsement. Judicial officers of the Student Government shall not endorse any candidate or ticket. Election Commissioners shall not endorse any candidate or ticket.

<sup>3</sup>University administration, faculty, or staff shall not publicly endorse any candidate or ticket.

### **§ 507. Campaigning on the day of an election**

Voters may bring push cards into public computer labs for the purpose of voting only. There shall be no campaigning within twenty feet of any Commission-sanctioned voting station. All signs and other materials must be removed from the restricted areas by the Election Commission before the polls open on the day of an election.

### **§ 508. Litter**

The intentional littering of any materials used by candidates or tickets during campaigning or other events shall be prohibited.

## **CHAPTER 7. SPENDING LIMITS**

### **§601. Definitions of financial terms**

Monetary contributions are funds provided to a candidate or any ticket affiliate for use in the election or use in any way furthering that candidate's campaign. Expenses are spending incurred by any candidate or any ticket affiliate for use in the election or use in any way furthering that candidate's campaign or soliciting votes. Donations are goods or services utilized by any candidate or ticket affiliate for use in the election or use in any way furthering that candidate's campaign.

### **§ 602. Discounts**

Funds used to purchase these items must not originate from monetary contributions or be purchased by any candidate, campaign staff member, or ticket affiliate for the express purpose of campaigning. All donations shall be valued and reported at no less than sixty percent of the MSRP of that good or service had it been purchased. This value can be verified through the vendor by the Commission who will retain the power to investigate donations and purchases made by candidates or tickets. Items purchased with a discount shall be recorded in the candidate's financial report with the discount included. Any discount greater than forty percent off MSRP will not be accepted. Bulk pricing will not be considered a discount. The Election Court reserves the right to revalue an expense or donation in response to a complaint that the good or service is not reported at its fair market value.

### **§ 603. Borrowed items**

Items that are borrowed must be accounted for by candidates and tickets in the expense documents, but it shall not be expensed and shall not count toward a candidate's spending limits or total expenditures. Borrowed items must be reusable. Borrowed items cannot include consumable items or items that can expire such as push cards, stickers, or buttons. Examples of borrowed items can include but are not limited to tents and tables.

### **§ 604. Total expenditures**

Total expenditures are the summation of expenses and donations of which shall not exceed the ticket spending limit.

### **§ 605. General Election spending limits**

Three thousand dollars shall be the total expenditure limit of any presidential and vice presidential pair. Seventy-five dollars shall be the expenditure limit for any candidate running for a Senate or College Council seat. Expenditure limits for tickets shall be based on the total expenditures of individuals involved with a particular ticket. If a portion of a ticket is suspended, that ticket's spending limit shall be recalculated to contain remaining official ticket candidates. The new spending limit shall go into effect once the decision has officially been sent to the affected ticket. Should the affected ticket have already exceeded their new spending limit on the date of receiving a decision by the Election Court, then they shall not be found liable for any financial violation unless there are further expenditures past the judgment.

### **§ 606. Tiebreaker Special Election spending limits**

The expenditure limit for any candidate or ticket for any Special Election called due to an unbreakable tie shall be one-half of the limits stated for the General Election per candidate contesting the special election.



### **§ 607. Financial reports**

<sup>1</sup>All independent candidates and tickets are required to submit financial reports provided by the Election Commission. There shall be a financial form specifically for the use of tickets and independent candidates, which shall include: all monetary contributions made to the ticket or independent candidate, including candidate fees for tickets; all donations; all borrowed items, which shall be expensed as having no cost; and all expenses incurred.

<sup>2</sup>All ticket representatives must submit the following: ticket financial report including contributions and expenditures for the ticket as a whole and individual candidates; all receipts and other proofs of purchase, including but not limited to invoices, for expenses incurred; and an inventory of all borrowed, which shall be expensed as having no cost. Candidates on a ticket shall not be required to submit separate financial reports. All independent candidates must submit a financial report and all receipts for expenses incurred. These reports shall be public record immediately after submission to the Election Court. Candidates must sign their reports in the required places and certify that they are accurate and complete. The financial and monetary contribution reports are due by 10:00 a.m. on the class day after the day of the election.

### **§ 608. Single candidate and ticket expenditures**

Money expended and reported for a candidate is applicable only for the campaign of that candidate. Money expended and reported for a presidential and vice presidential pair are applicable only for the campaign of that pair. Registered tickets shall be exempt from this section.

### **§ 609. Spending limits for a referendum**

Referenda shall have a maximum spending limit of ten cents per student for coordinated expenditures based on fourteenth day enrollment numbers. The referendum representative is responsible for submitting expenditure reports to the Chair of the Commission at the same time as all other candidates.

## **CHAPTER 8. PETITIONS AND REFERENDA**

### **§ 701. Procedure for filing petitions**

A petition is the device whereby a constitutional amendment, a matter affecting a student self-assessed fee, or a recall of an elected Student Government officer is placed on the ballot as provided by the Constitution. The procedural steps to be followed are: the submission of the petition with the Election Commission; the collection of signatures by the proponents; and the submission of the signatures to the President, recipient, or proposed recipient of a self-assessed student fee.

### **§ 702. Petition submission**

Prior to a petition being circulated for collection of signatures, it must be registered with the Election Commission. Submission is accomplished by filing a copy of the petition with the Election Commission. If the Election Commission obtains a proposed amendment to the Student Government Constitution, a full copy of the text of the amendment must be filed at this time.

### **§ 703. Time limits for and verification of collected signatures**

A signed petition must be submitted to the President within twenty-eight consecutive calendar days of its registration. The President shall immediately transmit any petition received to the Election Commission. In a petition to levy, amend, repeal, or otherwise regulate a self-assessed student fee, the twenty-eight consecutive calendar days prior to the beginning of campaigning of any Fall or Spring General Election shall be the only days for petitioners in this category to collect signatures. During these twenty-eight consecutive calendar days, the petitioners may campaign for signatures only. The Election Commission shall verify the sufficiency of the petition within seven calendar days of submission. The Election Commission shall verify as valid only those signatures which: contain the name of the student with the date of the signature in the handwriting of the signer and the student's University identification number; belong to a Student Body member as defined by the Constitution as of the date of submission; for a matter affecting a student assessed fee, are members of the group assessed or to be assessed; and were actually collected after registration of the petition and before the submission deadline.

### **§ 704. Petition election dates and ballot**

The commission shall set a tentative election date within three days of submission. If the petition is verified as sufficient, a final election date shall be set within one day of verification. If no final date is set, the tentative election date shall be the final election date. Within one day of the final election date being determined, the Commission shall announce the polling times for the election and announce the official ballot, which shall contain a clear, short, accurate question with a positive, favoring the petition. Voting stations shall be the same as those used for the Fall and Spring General Elections.

### **§ 705. Persons considered as candidates**

The following persons shall be considered as candidates and have full responsibilities as such: the person who submits the petition; in a recall petition, the person who is the target of the recall; in a petition seeking to amend the Constitution, the person who submits the petition; in a petition to levy, amend, repeal, or otherwise regulate a student self-assessed fee, the recipient or proposed recipient; in a referendum concerning self-assessed student fees, the group or entity receiving funds from the proposed referendum; and in a referendum concerning any other matter, the individual who submits the referendum or the individual serving as lead author of the legislation which calls for the referendum.

**§ 706. Referendum submission**

The procedures for submitting a referendum shall be as follows: submission of the referendum to the Election Commission from the Senate after approval or submission of a petition signed by ten percent of the membership of the Student Body presented to the President.

**§ 707. Candidates of a petition or referendum**

The benefiting group or entity shall register a representative to serve as a liaison for matters dealing with the Election Commission. The name of said person must be submitted to the Chair of the Commission by the same methods of a that of a ticket representative.

**§ 708. Titling and describing a referendum**

The Election Commission shall title the referendum for the ballot, with the consent of the recipients, and shall place the name of said referendum on the ballot. If a title cannot be agreed upon, the referendum shall be named according to its legislative number given by the Senate. For a referendum regarding self-assessed student fees, it must include the name of the fee and the proposed cost for students. For a referendum concerning any other matter, it must include the title of the referendum and an unbiased description of the two possible outcomes written by the Election Commission and approved by the appropriate University Administrator.

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**TITLE VII. FINANCES**

**CHAPTER 1. FINANCIAL ORGANIZATION**

**§ 1. Fiscal year**

The Student Government shall operate on a fiscal year beginning on the first day of July of one calendar year and ending at on the last day of June of the following calendar year.

**§ 2. Vice President and Director of Treasury**

The Vice President and Director of Treasury shall in conjunction provide the following reports to the President, Speaker, and Chief Justice: a written update of all finances of the Student Government each month during regular session of the Senate; a final written financial account by the last regular session meeting of the Senate to report final balances for each academic semester; and a written breakdown of all Student Government accounts and their balances. The pair must also work with the appropriate University Administrator to maintain an up-to-date written account of all Student Government financial records in the Student Government Executive Office as a matter of public record.

### **§ 3. Ex-officio members of Committee on Budget & Appropriations**

The Vice President and Director of Treasury shall both be ex-officio, non-voting members of the Senate Committee on Budget & Appropriations whenever such committee shall be standing.

### **§ 4. University Administrator for finance; in general**

The University Administrator assigned to handle finances shall be vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Student Government. The Student Government financial records shall be kept in accordance with University-accepted accounting practices and procedures. A copy of these records shall be given to the Vice President and the Director of Treasury on the first and fifteenth day of each month as to ensure accuracy, transparency, and accountability with the Student Body.

### **§ 5. University Administrator for finance; responsibilities**

The responsibilities of the University Administrator for finance shall include but are not limited to: managing budgets and all financial operations for the Student Government; monitoring and directing expenditures of various subgroups of Student Government and organizations associated with Student Government funds; working collaboratively with offices within Finance and Administrative Services (FAS) including Purchasing, Travel, Accounting Services, and Procurement; tracking expenditures and reconciling monthly ledgers for completeness, accuracy, and compliance with University and state regulations; providing guidance to the leadership of the Student Government in budget development and expenditure protocol; processing all financial documents; preparing all purchase orders, requisitions, travel reimbursements, foundation check requests, and deposit transmittals; meeting individually with all student organizations receiving Student Government funding; providing direction and support in the monitoring of budgets, reconciling monthly ledgers, and preparing budget forecast based on previous year's spending; advising the Department of Treasury; articulating University policies and procedures to Student Government leaders, committees, and student organizations that receive funds; maintaining Student Government financial records, including minutes, finance bills, working papers and correspondences; and processing payroll and wage employees.

### **§ 6. Student Government sponsorship**

When a project or activity is funded by Student Government, proper public notice, when appropriate, shall be given indicating the Student Government's sponsorship. For purpose of this section, proper public notice shall include, but not be limited to inclusion of the name of Student Government or Student Government logo in publicity for the funded project or activity. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Senate shall notify the President

of the fact through the agency of a resolution. The awarding of funding by Student Government does not explicitly reflect the views and opinions of Student Government as an organization.

## CHAPTER 2. STUDENT GOVERNMENT BUDGET

### **§ 101. Student Government Budget**

The President shall submit a proposed Student Government Budget to the Temporary Committee on Budget & Appropriations, to be authored by a Senator, for the coming fiscal year to be approved by the Senate immediately following the President's installation.

### **§ 102. Use of enrollment numbers**

The projected revenues for the Student Government Budget shall be determined by utilizing enrollment numbers and the currently designated fees.

### **§ 103. Legislative instrument of budget**

The Student Government Budget shall be considered by the Senate as a bill approved by two-thirds of the Senate present and voting and shall have been adopted for the upcoming fiscal year at or before the beginning of that fiscal year.

### **§ 104. Amendments to the budget**

A Senator may move to amend the Student Government Budget during its consideration. Any amendments made to the Student Government Budget must be approved by two-thirds of the Senate present and voting. No friendly amendments shall be allowed in amending the Student Government Budget.

### **§ 105. Prohibition on use of funds without budget**

No funds shall be appropriated or expended in a fiscal year unless and until the Student Government Budget for that fiscal year has been adopted.

### **§ 106. Unbalanced budget**

Should a budget become unbalanced by eventuation of a deficit balance in a line item, the Senate shall within fifteen class days amend said budget to remove the deficit.

### **§ 107. Review after fourteenth day enrollment numbers**

The Senate Committee on Budget & Appropriations when standing will review and amend the Student Government Budget each semester to reflect the fourteenth day enrollment numbers. If the Committee is not standing, the Vice President, Director of Treasury, and appropriate University Administrator shall meet to review and amend the Student Government Budget accordingly.

### **§ 108. Limitation on salaries**

No more than eighteen thousand dollars may be appropriated in the Student Government Budget for total salaries of Student Government officers during one fiscal year.

**§ 109. Distribution of salaries**

Any student occupying a position with a designated salary in the Student Government Budget shall be paid up to but no more than one-eighth of the specified salary per month. The only exception to this rule is if a student does not receive the full one-eighth of a particular salary for a particular month during which they were on payroll, the student would be allowed to make up the difference over the next month or months through supplemental pay. Additional provisions may be provided for in the Student Government Budget.

**§ 110. Unallocated funds**

If there are funds present in the Student Government Account that are not already allocated, said funds shall be available for use in the Student Government Budget.

**§ 111. College Council funding in the Student Government Budget**

<sup>1</sup>College Council shall be appropriated an amount not less than five percent but not more than fifteen percent of the money paid by all students to the self-assessed fee for Student Government operational funds. Sixty-five percent of the total money shall be disbursed to each College Council delegation based on the number of students enrolled in the Academic Area. Thirty-five percent of the total money shall be disbursed equally among each Academic Area.

<sup>2</sup>The Roger Hadfield Ogden Honors delegation serves as an exception to the appropriation process. This delegation shall instead be responsible for raising their own funds. The Roger Hadfield Ogden Honors College delegation shall be funded by various means, including but not limited to fundraisers and donations. No student fees shall be allocated from Student Government to the Roger Hadfield Ogden Honors College delegation.

<sup>3</sup>Amounts appropriated to the College Council delegations shall be appropriated as separate line-items by Academic Area. The Director of Treasury shall notify the College Council of the amounts of money designated for that Academic Area by the end of each spring semester. Funds not expended by the end of the fiscal year will automatically carry over to the next fiscal year's College Council Surplus Account budget. The College Council Surplus Account at the end of the fiscal year will not carry over to the next fiscal year's Student Government Surplus Account. Those funds shall remain the College Council Surplus Account. In order to access the funds in the College Council Surplus Account, two-thirds of the full College Council must concur on the proposed use of the funds. Each College Council delegation shall file a projected, itemized expense report within their semester plans.

## CHAPTER 3. FUNDING BY THE SENATE

### **§ 201. Senatorial authority to distribute funds**

The Senate shall have the authority to distribute funding from the Legislative General Contingency Account, Student Government Surplus Account, and the Student Government Initiatives Account with appropriate approval of the President.

### **§ 202. Request for funding**

Requests for funding through the Senate shall be submitted through the Senate funding application. The Senate funding application shall be approved by a bill through the Temporary Committee on Budget & Appropriations in the Spring Organizational Session. Amendments to the application must be approved by the Chair of the Temporary Committee on Budget & Appropriations, the Speaker, and the appropriate University Administrator. A request for funding will be considered by the full Senate in the form of a bill. It is the duty of the author of such legislation to guide any student, registered student organization, or University department seeking funding through the funding process and inform said student, registered student organization, or University department of all funding procedures. The author of the bill must be present at the scheduled Committee on Budget & Appropriations meeting to supply the Committee with adequate and necessary information.

### **§ 203. Reporting back to the Senate**

Each student, registered student organization, or University Department appropriated funds by the Student Government shall present a written or oral report to the Senate. The written or oral report shall be given no more than two regularly scheduled Senate meetings after the event for which the funds were appropriated. These reports will be noted by the Secretary of the Senate in the appropriate minutes. The reports shall include the following: the attendance numbers of the event; the success of the event; the final expense statement; any problems encountered; and the future plans of the student, registered student organization, or University Department; and the method of notification of Student Government sponsorship. Each student, registered student organization, or University department that is granted funds by the Student Government must give all receipts, paperwork, and any other documentation for the event to the appropriate University Administrator within thirty days of the close of the event and before the end of the fiscal year. Any failure to comply with this provision will automatically result in that the student, registered student organization, or University department being ineligible to receive Student Government funds for one year from the date of the event. It is the responsibility of the Chair of the Committee on Budget & Appropriations to make note of such occurrences and to inform their successor if necessary.

### **§ 204. Restrictions on Senate funding**

<sup>1</sup>Any full-time student or registered student organization seeking funding from Senate that may qualify for funding from the Programming Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply for funding through PSIF or ORF before requesting Senate funding.

<sup>2</sup>A student, registered student organization, or University Department shall only receive one Senate funding allocation per semester and cannot exceed two Senate funding allocations per academic year. An allocation is defined as a sponsored bill accompanied by a funding request form. No part-time student may request funds from the Senate with the exception of graduating seniors and graduate students.

<sup>3</sup>The Senate will not fund through a request made by a student, registered student organization, or University department: alcohol or an event where alcohol is present; clothing; charitable donations; decorations for events; salaries, stipends, and scholarship; gift cards or cash awards; retroactive spending with the exception of travel expenses approved before travel occurs; and non-sustainable materials, if good faith attempts have not been made to find sustainable alternatives. Food and drink may be funded up to thirteen dollars per student based on anticipated attendance. The only exception to this is when funding travel and the cost of food or drink is included in the cost of registration for an event. Events funded by the Senate cannot charge paid admission to students and must be advertised as such.

## CHAPTER 4. FINANCIAL ACCOUNTS

### **§ 301. Student Government Surplus Account**

All remaining funds in Student Government Operating Accounts, with the exception of the College Council Surplus Account, at the end of each fiscal year are transferred to the Student Government Surplus Account. Senators may request surplus funds by bill. The account shall be viewed as a rainy-day fund that may only be used for non-recurring expenses. The author of bill should show proof of reasonable effort that other funding sources were pursued for the expenditure previously. No money shall be appropriated from this account for student travel. No money shall be appropriated from this account for student, a registered student organization, or University department.

### **§ 302. Student Government Initiatives Account**

Funds from this account may be requested via a bill. This account may be used for student initiatives and programs. No money shall be allocated from this for student travel. Funds allocated from this account are limited to be used within the fiscal year in which they are requested. The Senate shall not allocate more than sixty percent of the Student Government Initiatives Account during the Spring semester as allocated by full-time enrollment.

### **§ 303. Newspaper Initiative Account**



The account is dispersed by agreement of the Speaker and the President. This account is to be used to fund the Student Government Newspaper.

**§ 304. President's Contingency**

These accounts are under the control of the President as enumerated in the Student Government Budget. Any remaining funds in this account will be transferred to the Student Government Surplus Account.

**§ 305. Vice President's Contingency**

This account is under the control of the Vice President as enumerated in the Student Government Budget. Any remaining funds in this account will be transferred to the Student Government Surplus Account.

**§ 306. Election Commission's Contingency**

This account is under the control of the Election Commission as enumerated in the Student Government Budget. Any remaining funds in this account will be transferred to the Student Government Surplus Account.

**§ 307. Legislative Contingency**

This account is under control of the Senate and the President and is accessed by a bill. Any remaining funds in the account will be transferred to the Student Government Surplus Account. The Senate shall not spend more than sixty percent of the originally budgeted contingency account during the Fall Semester as allocated in the Student Government Budget.

**§ 308. Speaker's Contingency**

These accounts are under the control of the Speaker as enumerated in the Student Government Budget. Any remaining funds in this account will be transferred to the Student Government Surplus Account.

**§ 309. Chief Justice's Contingency**

This account is under the control of the Chief Justice as enumerated in the Student Government Budget. Any remaining funds in this account will be transferred to the Student Government Surplus Account.

**§ 310. College Council Account**

This is the parent account of all College Council funding at the beginning of each fiscal year. Revenues in this account will automatically be distributed to College Council delegations as enumerated in the Student Government Budget.

**§ 311. Student Government Corporate Sponsorship Account**

This account is under the control of the President. The Corporate Sponsorship Package, which shall include but not be limited to a list of events, programs, and initiatives where sponsorship money will be spent, must be approved

by a majority of the Senate present and voting at the Spring Organizational Session. However, any combined expenditure from the Student Government Corporate Sponsorship Account that is not explicitly named and listed on the fundraising packet and other private Student Government accounts shall require notification by the President to the Senate at the next regularly scheduled Senate meeting. Any remaining funds in this account will be rolled over from fiscal year to fiscal year.

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## **TITLE VIII. AUXILIARY ENTITIES**

### **CHAPTER 1. EXTERNAL ENTITIES**

#### **§ 1. Administrators of the External Entities Catalog**

The Secretary of the Senate and Chief of Staff shall work in conjunction to create and maintain the External Entities Catalog.

#### **§ 2. Location of the Catalog**

The Catalog shall be located in the Student Government Register and shall be made publicly available on the Student Government website.

#### **§ 3. Content of the Catalog**

The Catalog shall list each external entity to which officers of the Student Government have appointment authority. The Catalog shall include the purpose of the external entity, the relevant appointments made by specific Student Government officers, and where the authoritative documents of the external entity can be found.

### **CHAPTER 2. INTERNAL ENTITIES**

#### **§ 101. Internal entity; creation**

All internal entities of the Student Government shall be created by executive order of the President, legislative order of the Speaker, resolution of the Senate, or judicial order of the Chief Justice.

#### **§ 102. Required contents of order or resolution**

The order or resolution creating an internal entity shall include: the name of the entity, the number of members; the name of the positions on the entity; if applicable, the name of the students filling such positions; the beginning date and length of existence of the entity; the goals and objectives of the entity; and the powers, duties, and responsibilities of the entity and of the members thereof.

#### **§ 103. Length of existence of internal entities**

No internal entity shall exist after the Spring Organizational Session occurring in the academic year in which the entity was created.

### CHAPTER 3. CAUCUSES

#### **§ 201. Definition of caucus**

A caucus shall be defined as a standing group of students which are unified under a common governing structure. A standing group of students shall be defined as a group of students with a common cause.

#### **§ 202. Composition of a caucus**

A caucus will consist of a maximum of twelve voting members all of which must be full-time students at the University with three being officers of the executive branch, three being officers of the legislative branch, and six being representatives from other student organizations or constituencies. A caucus shall have at least one legislative officer and one executive officer of the Student Government. Necessary membership shall be defined as a minimum of one legislative officer, one executive officer, and two other voting members.

#### **§ 203. Recognition as a caucus**

A standing group of students must submit a request for recognition as a caucus to the Speaker of the Senate with a proposed governing structure for the proposed caucus and the following information: the name of the proposed caucus and a description of the common cause of the standing group of students. Upon receiving a request should the caucus meet the aforementioned requirements, the Speaker shall assign a Senator to author a resolution establishing the caucus to be approved by the full Senate.

#### **§ 204. Continuity of a caucus**

If a caucus is unable to obtain and retain necessary membership for any amount of time past one semester, the caucus shall not be recognized by the Student Government as a legitimate entity and must reapply to the Speaker for consideration as a legitimate entity.

### CHAPTER 4. FRESHMAN LEADERSHIP COUNCIL

#### **§ 301. Purpose**

The purpose of the Freshman Leadership Council (FLC) shall be: to provide incoming freshmen with opportunities to learn more about the inner workings of the Student Government, to develop and practice their understanding of leadership and community service; and to cultivate a supportive community for first year undergraduate students.

#### **§ 302. Composition**

The Council shall be composed of a Director, Assistant Directors, Small Group Leaders, and Councilmembers.

**§ 303. Appointment of the Director and Assistant Directors**

The Director and Assistant Directors shall be appointed by the President and approved by two-thirds of the Senate present and voting. No more than one Director may be appointed. The Director must have at least two semesters of experience as an officer of the Student Government. No more than three Assistant Directors may be appointed. At least one Assistant Director must be a sitting Senator. At least one Assistant Director must have at least one semester of experience as an officer of the Student Government.

**§ 304. Responsibilities of the Director**

The responsibilities of the Director shall include but not be limited to: planning the composition of the Council meetings before the Fall Semester; executing the Small Group Leader interview and application process, leading the meetings of the Council; meeting with the branch heads to discuss semester plans as necessary; and informing the executive and legislative officers of any updates no less than twice per semester at respective meetings.

**§ 305. Responsibilities of the Assistant Directors**

The responsibilities of the Assistant Directors shall include but not be limited to: planning cohesions for the Council; assisting the Director as the Director sees fit; logging requirements of the Councilmembers; and cultivating relationships with Councilmembers.

**§ 306. Appointment of Small Group Leaders**

The Director shall appoint the Small Group Leaders. There shall be two Small Group Leaders assigned to each small group. At least fifty percent of Small Group Leaders must be sitting Student Government officers. The ratio of Small Group Leaders as executive officers to legislative officers of the Student Government may not exceed three executive officers for every two legislative officers, unless the applicant pool from one branch is not large enough to numerically satisfy this requirement.

**§ 307. Responsibilities of Small Group Leaders**

The responsibilities of the Small Group Leaders shall include but not be limited to: facilitating discussion among Councilmembers during weekly meetings and molding Councilmembers to become dynamic leaders in respective organizations beyond the University.

**§ 308. Small groups**

Each Councilmember shall be assigned to a small group of other Councilmembers. The small group shall be the primary organizational unit within the Council.

**§ 309. Appointment of Councilmembers**

The Director, with the assistance of the Assistant Directors, shall appoint the Councilmembers. All Councilmembers shall be full-time undergraduate University students. The number of Councilmembers shall not exceed one hundred Councilmembers.

**§ 310. Responsibilities of Councilmembers**

The responsibilities of Councilmembers shall include but not be limited to: attending weekly meetings of the Council for the fully allotted meeting times; attending one Committee meeting of the Senate; attending one Regular Session meeting of the Senate; attending one meeting of the executive branch; attending two Council cohesions; attending one service event; attending one other Student Government event.

**§ 311. Terms of office**

The terms of office of Council officers shall run concurrently with that of the President and Vice President. All Councilmembers and Small Group Leaders serve at the pleasure of the Director.

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