

Student Government Association Bylaws

Chapter 1: Student Senate

Preamble

The Student Senate of Eastern Kentucky University, desiring to promote academic freedom and responsibility, to establish and protect student rights, to contribute to the continual improvement of the University, and to faithfully represent the student body in the perpetual dialogue of community self-governance, exists to provide for meaningful action in the pursuit of our shared collegiate welfare. Seeing the need for specific prescription of the duties of its officers, committees, and members to accomplish the same, the following bylaws governing the operation of this body are hereby set forth.

Article I Authority

- Section A. The Student Senate is the legislative branch of the Student Government Association.
- Section B. The Student Senate may override a veto of the President of the Student Government Association by a two-thirds vote of the total membership.
- Section C. The Student Senate shall review the Student Government Association Operating Budget monthly during the academic year.
- I. If the Student Senate is not satisfied with the informational monthly spending plan or has any concerns about expenditures being made, it can pursue one of two actions:
- a. An act to freeze expenditures from the account, forcing all expenditures to be approved individually by the body. A simple majority vote is needed for this action.
 - b. Investigation of the officer or officers responsible for the budgeting by the Inspector General.
- Section D. The Student Senate shall uphold and follow the obligations as set forth in the procedures and processes of Student Organizational funding.

Article II Membership

- Section A. Maximum Membership
- I. The Student Senate shall consist of one at-large Senator for every six hundred

students, determined by spring enrollment numbers at the time of the election, and one at-large senator from each of the extended campuses.

- II. The Senate body shall also include one freshman Senator for every six hundred members of the incoming freshman class.

Section B. Types of Members

I. At-Large Senators

- a. These members shall be either elected by the student body, or appointed by the Executive Vice President.
- b. At-large members will be the largest group of Senators and are responsible for representing and conveying the interests of the student body to the Senate.
- c. Any vacancies of at-large Senators shall be filled by the Executive Vice President.
- d. All standing committee chairs and parliamentary officials shall be included when calculating the number of at-large members of the Student Senate.

II. Extended Campus Representatives

- a. Each Extended Campus shall have one vote in all matters before the Richmond Student Senate. That vote may be exercised by an attending officer of the Extended Campus Council. Every Extended Campus Council shall be governed by the Student Government Association Constitution and the applicable SGA bylaws.

Section C. Authorities and Duties

I. All members are expected to attend all meetings of the Student Senate.

- a. All members are allowed three unexcused absences from Senate meetings per semester.
- b. Any members that have reached over three (3) unexcused absences shall be relieved from their duties as Student Senator by the Executive Vice-President and approved by the Committee on Committees.
 - i. Whether or not an absence is unexcused shall be left to the discretion of the Executive Vice President in consultation with the Committee on Committees Chair

II. Each member of the Student Senate shall serve on a standing committee of the Senate.

- a. All members are allowed 3 unexcused absences from their assigned Standing Committees meetings per semester.

- b. Members may be excused from a Standing Committee meeting due to unavoidable personal conflicts at the discretion of the committee chair.
- III. All members shall abide by the SGA Code of Conduct, acting on behalf of the best interest of the student body, when legislating or acting by any authority given to the Student Senate.
 - a. Any member of the Student Senate may abstain from voting on an issue if they feel that a conflict of interest may arise.
- IV. Members shall uphold the Constitution of the SGA and the bylaws.
- V. Any member of the Student Senate may suggest a revision to the Student Government Association Constitution or the Student Senate Bylaws by submitting the suggestion in writing to the Executive Vice President.
- VI. All members of the Student Senate have a right to vote unless otherwise noted in this document.

Article III Officers

Section A. The officers of the Student Senate shall be the Executive Vice President and all chairs of standing committees.

Section B. Eligibility

- I. All guidelines previously set forth for the general membership of the Student Senate by Article II Section B of these Bylaws.

Section C. Appointment Procedure

- I. All officers, except the Executive Vice President, shall be appointed by the Executive Vice President and approved by the Student Senate by a two-thirds vote.

Section D. Duties

- I. Executive Vice President
 - a. The duties of the Executive Vice President are outlined in the Student Government Association Constitution, Article III Section C.
- II. Committee on Committees Chair
 - a. The Committee on Committees Chair shall attend at least one meeting of each standing committee a month.
 - b. The Committee on Committees Chair shall be responsible for staying informed on all university committees.

- i. The Committee on Committee Chair will request a copy of all Senators assigned to University Committees from the SGA President.
 - ii. The Committee on Committees Chair shall contact all members of the Student Senate assigned to University Committees and explain to them the process of filing a University Committee Report.
- c. The Committee on Committees Chair shall preside over the Student Senate in the absence of the Executive Vice President.

III. Registered Student Organizations Committee Chair

- a. The Registered Student Organizations Chair shall be responsible for overseeing all matters regarding student organizational funding.
- b. The Registered Student Organizations Chair shall be responsible for initiating the process for the distribution of the Student Government Association's Registered Student Organization funds.
- c. The Registered Student Organizations Chair shall be responsible for scheduling a meeting for representatives from Registered Student Organizations prior to all organizational funding meetings.
- d. The Registered Student Organizations Chair shall be responsible for scheduling a meeting with the President, Faculty Advisor, and Treasurer of all Registered Student Organizations receiving funding during the Organizational Funding process.
- e. The Registered Student Organizations Chair shall be responsible for monitoring issues regarding the general and specific rights of Registered Student Organizations and their members.
- f. The Registered Student Organizations Chair shall serve on the Registered Student Organization Risk Management Committee.

IV. Academic Affairs Chair

- a. The Academic Affairs Chair shall be responsible for monitoring questions and concerns regarding academic excellence.
- b. The Academic Affairs Chair shall be responsible for establishing communication between college representatives and college deans.
- c. The Academic Affairs Chair shall serve as a student representative on the University's Council on Academic Affairs.
 - i. If the Academic Affairs Chair cannot be present at a meeting, he or she is responsible for finding an alternate to attend.

V. Information and Technology Chair

- a. The Information and Technology Chair shall be responsible for staying abreast of questions and concerns regarding students' use of technology. This includes products being presented through the IT funding process.
- b. The Information and Technology Chair shall be responsible for initiating the process for the distribution of the technology fee funds and reviewing all applications before they are submitted to the committee.
- c. The Information and Technology Committee Chair shall serve on the Target Vision Oversight Committee.

VI. Student Rights Chair

- a. The Student Rights Chair shall be responsible for monitoring issues regarding the rights and responsibilities of students.
- b. The Student Rights Chair shall regularly inform the Student Senate of issues and concerns regarding student rights and responsibilities, and submit for their consideration any necessary action.

VII. Residents Affairs Chair

- a. The Residents Affairs Chair shall be responsible for monitoring issues regarding the rights and responsibilities of residents.
- b. The Residents Affairs Chair shall regularly inform the Student Senate of issues and concerns regarding Residential concerns, and submit for their consideration any necessary action.

**Article IV
Meetings**

Section A. Regular Meetings

- I. Student Senate shall meet at least twice each month during the academic year, excluding those months where prohibited by university scheduling.
 - a. Public Sessions
 - i. All meetings of the Student Senate, unless stated otherwise in these bylaws, will be considered to be in Public Session, and therefore open to all members of the Student Government Association as outlined in the Student Government Association Constitution Article I, Section B.
 - ii. Non-members of the Student Senate in attendance will not be allowed to participate in discussion unless they were invited to do so by the Executive Vice President.
 - iii. Non-members of the Student Senate do not have a vote in matters brought before the Student Senate.

b. Executive Session

- i. A motion to go into Executive Session must be made and adopted by a majority vote of the Student Senate members.
- ii. All persons present during an Executive Session are specifically prohibited from divulging anything that occurred unless required by law or university policy.
- iii. The minutes of an Executive Session must be read and acted upon only in Executive Session.
- iv. Non-members of the Student Senate may be invited to attend by the Executive Vice President, but they are not entitled to attend.
- v. The Advisor of the Student Senate must be informed of any meeting that goes into Executive Session within twenty-four hours of the adjournment of the meeting.

Section B. Special Meetings

- I. Additional meetings of the Student Senate may be scheduled at the request of the Executive Vice President or by a simple majority of the Senate members present and voting.
- II. Senators shall be notified at least twenty-four hours preceding the date of a special meeting.
- III. All special meetings of the Student Senate shall be considered to be in Executive Session.
- IV. Special Meetings will not count against the permitted number of absences for those unable to attend.

**Article V
Committees**

Section A. Each committee shall meet at least twice a month, excluding those months where prohibited by university scheduling, or additionally at the discretion of the chair.

Section B. Standing Committees

- I. Committee on Committees
 - a. The Committee on Committees shall consider matters proposed for the consideration of the Student Senate and advise the Executive Vice President concerning the agenda for the subsequent Senate meetings.
 - b. The Committee on Committees shall consist of the Committee on

Committees Chairperson and the Chairpersons of all the standing committees. The Clerk & Historian shall serve as a nonvoting member of the Committee on Committees.

- c. The Committee on Committees shall meet twice each month and any additional time at the request of the Executive Vice President.
- d. The Committee on Committees shall work closely with the Executive Vice President on all matters referred to the committee.
- e. The Committee on Committees shall advise the Executive Vice President on the formulation of all ad hoc committees within the Student Senate.
- f. The Committee on Committees shall advise the Student Senate on all matters referred to the committee.

II. Academic Affairs

- a. The Committee on Academic Affairs shall work closely with the University's Academic Affairs Division and the Council on Post-Secondary Education to ensure academic excellence at Eastern Kentucky University.
- b. The Committee on Academic Affairs shall advise the Student Senate on national, state, and campus academic issues.
- c. The Committee on Academic Affairs shall be responsible for selecting recipients for the Distinguished Educational Leader Awards (D.E.L.) every academic year

III. Registered Student Organizations

- a. The Registered Student Organizations Committee, through the formal application process, shall be the first step in soliciting funds.
- b. The Registered Student Organizations Committee shall approve or deny all applications. Approved requests will be forwarded to the Student Senate, in an order determined by the Special Committee on Appropriations, where they may then be amended, approved or denied.
- c. The Registered Student Organizations Committee shall prepare all packets for use by the Special Committee on Appropriations.
 - i. Those members of the Student Senate who serve on both the Standing and Special Committees on Appropriations may not assist in preparing these packets.
- d. The Registered Student Organizations Committee shall advise the Student Senate on issues regarding the general and specific rights of Registered Student Organizations and their members.
- e. The Registered Student Organizations Committee shall work closely with

Registered Student Organizations to inform them about the happenings of Student Senate, to inform them about the various types of funding available to Registered Student Organizations through Student Senate, and to hear any issues, questions, or concerns that the organizations would like to report to the Student Senate.

IV. Information and Technology

- a. The Information and Technology committee shall be responsible for the allocation of the Student Government Association's \$100,000 portion of the student technology fee.
- b. The Information and Technology committee shall be responsible for monitoring any future information and technology advancements at Eastern Kentucky University.

V. Student Rights

- a. The Committee on Student Rights shall work to advocate for students' rights to due process of adjudication.
- b. The Committee on Student Rights shall advise students and investigate concerns regarding their general and specific rights and responsibilities.
 - i. The Committee on Student Rights shall endeavor to promote equal opportunity for all students in University and SGA affairs.
 - ii. The Committee on Student Rights shall monitor issues regarding student health, safety, and security.
 - iii. The Committee on Student Rights shall advise the Senate on all matters referred to the Committee.

IV. Residential Affairs

- a. The Committee on Residential Affairs shall work closely with the University's Housing office and the Residence Hall Association to maintain and ensure residential rights.
- b. The Committee on Residential Affairs shall endeavor to promote and ensure the quality of residential experience and facilities.

Section C. Special Committees

- I. The Student Senate may establish Special Committees needed for the performance of its duties.
- II. Members of Special Committees shall be appointed by the Executive Vice President and approved by a simple majority vote of the Senate.

Article VI
Student Organizational Funding

Section A. The purpose of organizational funding is to solicit applications from Registered Student Organizations who are requesting monies from the Student Government Association. These requests will fund activities that meet the social, cultural, physical, spiritual, intellectual and emotional interests of the campus as a whole, with priority given to groups that lack the basic necessities they need to fulfill their organization's purpose. With funding, these organizations are expected to be actively involved in the advancement of Eastern Kentucky University's campus community and school mission.

Section B. Student Organization Funding Process

- I. The Executive Vice President and the Registered Student Organizations Chair shall set the dates for each organizational funding session prior to the start of the academic year.
 - a. Registered Student Organizations will be given at least four week notice of the funding meeting.
 - i. At this time, the date time and location of the mandatory informative session where the packets are given to interested organizations will be made available.
 - ii. This information session is mandatory for all student senators unless they have an excused absence from the Executive Vice President.
 - iii. Applications will be due back to the Student Government Association Office no later than two weeks after the date they became available.
 - iv. A representative from the student organization shall have contact with a sponsoring Senator regarding the proposal.
 - b. The Appropriations Ranking Committee shall then begin the funding process as outlined in Section D of this article.
 - c. Prior to each funding session, a meeting will be held for all sponsoring senators to explain responsibilities and behavior during the appropriations process.
 - d. Budget sessions must be video and audio recorded and kept on file in the SGA office for five years.
- II. The Student Senate will appropriate fifty percent of the organizational funding budget in October. An RSO may apply for up to 15 percent of the semester budget. The allocated monies shall be spent between the organizational funding meeting and the first day of finals during the fall semester unless an extension has been filed with the Registered Student Organizations Chair, the Executive Treasurer, and or the Executive Vice President.
- III. The Student Senate will appropriate the remainder of the organizational funding

budget in February. The allocated monies shall be spent between the organizational funding meeting and the first day of finals during the spring semester unless an extension has been filed with the Registered Student Organizations Chair, Executive Treasurer, and or the Executive Vice President.

Section C. Appropriations Application Process

- I. The Registered Student Organization must meet all requirements outlined in the funding application packet before they will be able to submit an application.
- II. The application packet that is submitted by a Registered Student Organization must be a hard copy.
- III. The application can only be accepted by the SGA Executive Vice President, the SGA Treasurer, the SGA Administrative Assistant, or the Registered Student Organizations Chair(s), and must be turned in by a member of the Registered Student Organization.
 - a. The application must be initialed and dated by one of the aforementioned persons to verify the completion and acceptance of the application in its entirety.
 - b. If the SGA member who receives the application finds it incomplete for any reason, it is his or her responsibility to refuse acceptance and to immediately explain to the representative of the Registered Student Organization what needs to be corrected in order for the application to be accepted.
 - c. It is the sole responsibility of the Registered Student Organization to contact a sponsoring member of Senate before the application deadline.
 - i. Once a Senator accepts the duty as Sponsoring Senator to an organization, he/she will be required to remain in contact with the organization by attending two of their meetings following the Budget Session as well as any single on-campus event that SGA monies will be contributing to, should such an event be applicable. Proof of attendance is required.
 - d. After the deadline, no more applications will be accepted and the review process will begin.
 - e. A copy of Article VI of the Student Senate Bylaws must be given to all organizations interested in receiving funding.

Section D. Student Organizational Funding Process

Appropriations Ranking Committee

- I. The Executive Vice President will create a special committee that consists of seven active members of the Senate as well as the Senate Clerk and the Inspector General.

- a. The Special Committee will be chosen after each application deadline.
 - b. Special Committee Members cannot be the sponsoring Senator for more than two organizations.
 - c. Prior to becoming a member of the special committee, senators must have been present at one funding meeting.
 - d. Members of the special committee may serve an unlimited number of times throughout their time serving as an elected senator; however, no senator may serve two consecutive sessions.
- II. The Registered Student Organizations Chair will preside over the committee.
- III. The Registered Student Organizations Chair, Senate Clerk and Inspector General have no voting privileges in the Special Committee.
- IV. Minutes must be taken by the Senate Clerk at all Appropriations Ranking Committee meetings.
- V. Appropriations Review
- a. The Special Committee on Appropriations will review each application based on the organization's merit. This is determined by review of:
 - i. Responses in the application packet, including but not limited to; age of the RSO, usage of alternative revenue sources, how dues and fundraising are used, and contribution towards the campus community as a whole.
 - ii. Previous SGA funding history compiled by the Executive Vice President and the Treasurer.
 - iii. Attendance at the Registered Student Organization funding information meeting where funding application are distributed. These informational meetings are held prior to each of the two Senate meetings for organizational funding and are mandatory for RSO's to receive an application packet unless they have made previous arrangements with the Registered Student Organizations Chair, the Executive Treasurer, or the Executive Vice President.
 - b. The Executive Advisor for the Student Government Association shall oversee the entire process and shall be given a copy of all packets and result, as well as submit comments prior to Appropriations Ranking Committee meeting.
- VI. Appropriations Ranking Committee Meeting
- a. The Appropriations Ranking Committee meeting is open to all interested parties.
 - i. Only members of the Appropriations Ranking Committee have speaking

or voting privileges.

- b. The day, time and location of the Appropriations Ranking Committee will be posted in both the SGA office as well as the SGA website.
- c. Each voting member of the Appropriations Ranking Committee will rank each application starting with the number one and ending with the total number of applications received.
 - iv. Special Committee Members are not allowed ranking privileges for an organization of which they are a member or sponsoring.
 - v. The number one ranking represents the organization that the member feels is most representative with Eastern's mission and criteria, as well as the mission of the Appropriations Committee.
 - vi. Members shall use the ranking rubric as follows every semester. This rubric shall be followed, yet in no particular order of importance.
 - aa. Last received money
 - bb. Benefit to campus as a whole
 - cc. Completeness of application
 - dd. Number of students affected
- d. The Registered Student Organizations Chair can vote only if there is a disagreement in the ranking and is limited to the suggested rankings.
- e. Upon determination of the final order, rankings must be submitted to the Executive Vice President for final approval.

Section E. Appropriations Budget Sessions

- I. All Registered Student Organizations requesting funds and their requested amounts will be listed in the order decided upon by the Appropriations Ranking Committee on the legislation.
- II. A Registered Student organization will be given thirty (30) seconds to address the Student Senate unless funds have been exhausted prior to their ranking according to the Appropriations Appendix.
- III. After their address, the Sponsoring Senator may speak on behalf of the organization.
- IV. Friendly amendments may be accepted during the appropriations process, by the sponsoring Senator without a vote for approval by the body. A friendly amendment which is denied by the sponsoring Senator will move to discussion and vote for approval by the body.

- a. Electronic Voting may be used as a roll call vote during the annual budget sessions.
- V. Each budget must be displayed for all to see while it is being discussed.
- VI. A running total of the amount remaining must be displayed.
- VII. Only the Registered Student Organization at hand may be discussed.
- VIII. Senators may ask question of the Sponsoring Senator. The Representatives of the Registered Student Organization may answer only if the Sponsoring Senator cannot answer.
- IX. Motions may be made to line strike items on the Registered Student Organizations budget.
- X. A roll call vote must be taken to approve the finalized funding request budget.
- XI. After the funds have been allocated, a motion must be made and approved to appropriate the remaining organizations zero dollars (\$0.00) and for the remaining funds, if applicable, to be rolled over into the general SGA account.

Section F. Management of Allocated Funds

- I. No awarded monies will be transferred to the account of the Registered Student Organization.
- II. Student Organizations shall have thirty days from the date of purchase or the date of the event to turn in all receipts and a summary of the expenditures to the Student Government Association Treasurer.
 - a. Registered Student Organizations do have the option to file for a deadline extension if extenuating circumstances arise. The extension can be filed with the Registered Student Organizations Chair, the Executive Treasure, and/or the Executive Vice President. Extension Petitions will be made available upon request.
- III. All funds allocated for nondated events (i.e. Purchase of equipment) must be spent within 60 days following the appropriation funding meeting unless an extension has been filed with the Registered Student Organizations Chair, the Executive Treasurer, and or the Executive Vice President.
- IV. If all awarded funds are not used by the Registered Student Organization, the money shall return to the general Student Government Association Organizational Funding Budget within this thirty day period.
 - a. In cases where the RSO spends zero dollars or 0% of the allotted funds, the particular RSO will be placed on a one semester probation period. During this semester the RSO will not be eligible for general organizational funding but will remain eligible for a diversity grant and Aramark funding.

- V. Any money not allotted at the end of the academic year shall remain in the general Student Government Association Organizational Funding Budget for future use, unless a special funding session is called to order by the Executive Vice President or the funds are reallocated by the SGA Treasurer and approved by the Student Senate.
- VI. The Student Senate will forward all approved requests to the Student Body President who shall approve or veto the request.
 - a. Upon approval, the Student Government Association Financial Advisor will sign off on the request.
 - b. If vetoed, the request shall go back to the Student Senate for review.
 - i. The Senate may overturn the veto of the President with a two-thirds vote of the body.
 - ii. If amended, the request shall return to the Student Body President for approval.
- VII. All Registered Student Organizations receiving funding must meet with the Executive Vice President, the Treasurer, and the Registered Student Organizations Chair to discuss the group's allocation in an announced awards allocation informational meeting.
- VIII. The Executive Advisor for the Student Government Association shall oversee the entire process and must approve each organizational funding application packet in order for Registered Student Organizations to be eligible to receive general funding.

Section H. Diversity Grant Fund

- I. The Diversity Grant Fund exists to promote awareness of diversity amongst the student body. The fund is open to any Registered Student Organization that is hosting, promoting, or exists to bring awareness to diverse perspectives, underrepresented populations, and/or diverse issues.
- II. The Diversity Grant Fund shall be administered on a rolling basis.
- III. The Registered Student Organizations Committee shall meet, discuss, and review the information on all Diversity Grant Applications before they are heard by the Student Senate.
 - a. The Registered Student Organizations Committee shall present their suggestions, along with the packet, to Student Senate.
- IV. Consideration for awarding money from the Diversity Grant Fund shall be made on the basis of the event, program, or initiative in question.
- V. Registered Student Organizations applying to receive awards from the Diversity Grant Fund must meet the following criteria to be considered.

- a. The event, program, or initiative in question promotes understanding of the importance of diversity, as defined by Eastern Kentucky University.
- b. The event, program, or initiative in question brings awareness to issues of diversity, underrepresented groups and those of minority status, including but not limited to ethnicity, gender, disability, race, age, religion, socio-economic status, political ideology, and sexual orientation.
- c. The event, program, or initiative in question is accessible to the entire University community.

IV. Monies awarded from the Diversity Grant Fund shall be administered in the same manner as required by Section F, paragraphs I, II, III, IV, V, VI, VII, and VIII of this article.

Section I. Aramark Grant Funding

- I. The Aramark Grant Fund is open to any Registered Student Organization that is hosting or promoting an event that benefits both the organization and the campus community.
- II. The Aramark Grant Fund shall be administered on a rolling basis.
- III. The organizations may apply for up to, but no more than, five hundred dollars (\$500.00). Aramark grant funding requests must be submitted no later than two weeks prior to the event for which the funding will be used.
- IV. The Registered Student Organizations Committee shall meet, discuss and review all the information on all Aramark grant applications before they are heard by the Student Senate.
 - a. The Registered Student Organizations Committee shall present their suggestions, along with the packets, to Student Senate.
- V. Consideration for awarding money from the Aramark Grant Fund shall be made on the basis of the event, program, or initiative in question.
- VI. Registered Student Organizations applying to receive awards from the Aramark Grant Fund must meet the following criteria to be considered.
 - a. The event, program, or initiative in question is accessible to the entire University community.
- VII. Monies awarded from the Aramark Grant Fund shall be administered in the same manner as required by Section F, paragraphs I, II, III, IV, V, VI, VII, and VIII of this article.

Article VII
Informational Technology Funding

Section A. The purpose of Informational Technology Grant is to receive applications from Registered Student Organizations and any department of the University who are requesting funds from the Student Government Association. These requests will fund technology that will allow students to progress further in not only their learning and interests, but as well as their future careers. With funding, these organizations and departments are expected to use the technology purchased to aid in the advancement of Eastern Kentucky University's students' future endeavors.

Section B. Informational Technology Grant Process

- I. The Executive Vice President and the Informational Technology Chair shall set the dates for each Informational Technology Grant funding session prior to the start of the academic year.
 - a. Registered Student Organization/Departments will be given at least three weeks notice of the funding meeting.
 - i. Packets will be available online on the Student Government Association's website as well as in a hard copy form in the SGA's office.
 - ii. Applications will be due back to the Student Government Association Office no later than two weeks after the date they became available.
 - iii. The members of the Informational Technology Grant Ranking Committee shall act as representatives for the student organizations and departments.
 - b. The IT Ranking Committee shall then begin the funding process as outlined in Section D of this article.
 - c. Budget sessions must be video and audio recorded and kept on file in the SGA office for five years.

Section C. Grant Application Process

- I. The Registered Student Organizations and departments must meet all requirements outlined in the funding application packet before they will be able to submit an application.
- II. The application packet that is submitted by a Registered Student Organizations and departments must be a hard copy.
- III. The application can only be accepted by the SGA Executive Vice President, the SGA Treasurer, the SGA Administrative Assistant, or the IT Chair and must be turned in by a member of the Registered Student Organization/member of the department that is requesting funds.

- a. The application must be initialed and dated by one of the aforementioned Registered Student Organizations and departments to verify the completion and acceptance of the application in its entirety.
- b. If the SGA member who receives the application finds it incomplete for any reason, it is his or her responsibility to refuse acceptance and to immediately explain to the representative of the Registered Student Organizations/department member what needs to be corrected in order for the application to be accepted.
- c. It is the sole responsibility of the Registered Student Organizations/department member to contact a member of the Senate IT grant committee before the application deadline.
- d. After the deadline, no more applications will be accepted and the review process will begin.
- e. A copy of Chapter 1 Article VII of the Student Senate Bylaws must be given to all organizations interested in receiving funding.

Section D. Informational Technology Grant Process

Informational Technology Grant Ranking Committee

- I. The Informational Technology Chair will create a special committee that consists of seven active members of the Senate as well as the Senate Clerk, the Inspector General, the Committee on Committees Chair, and head of the University IT Department at that time.
 - a. The Special Committee will be chosen after each application deadline.
 - b. Members of the special committee may serve an unlimited number of times throughout their time serving as an elected senator; however, no senator may serve two consecutive sessions.
- II. The Informational Technology Chair will preside over the committee.
- III. The Informational Technology Chair, Senate Clerk, Inspector General, the Committee on Committees Chair, and head of the IT department shall have no voting privileges in the Special Committee.
- IV. Minutes must be taken by the Senate Clerk at Informational Technology Grant Ranking Committee meetings.
- V. The head of the University IT department will be used as a resource when making judgments over the rankings (example: What a piece of technology is? Or if an organization/department can receive a better price for said piece of technology.)

- VI. Members of the Informational Technology Grant committee shall act as representatives during the actual Informational Technology Grant Budget session and will be allowed to accept or deny friendly amendments to the budgets.

Section E. Informational Technology Grant Ranking Committee Meeting

- I. The Informational Technology Grant Ranking Committee meeting is open to all interested parties.
 - a. Only members of the Informational Technology Grant Ranking Committee have speaking or voting privileges.
- II. The day, time and location of the Informational Technology Grant Ranking Committee will be posted in both the SGA office as well as the SGA website no later than 24 hours prior to the meeting.
- III. Each voting member of the Informational Technology Grant Ranking Committee will rank each application starting with the number one and ending with the total number of applications received.
 - a. Special Committee Members are not allowed ranking privileges for an organization/department of which they are a member or sponsoring.
 - b. The number one ranking represents the organization that the member feels is most representative with Eastern's mission and criteria, as well as the mission of the Informational Technology Grant Committee.
 - c. Members shall use the ranking rubric as follows for every grant ranking session. This rubric shall be followed, yet in no particular order of importance.
 - i. Last received money
 - ii. Academic gain
 - iii. Completeness of application
 - iv. Future benefit
 - v. Number of students affected
 - d. The IT Chair can vote only if there is a disagreement in the ranking and is limited to the suggested rankings.
 - e. Upon determination of the final order, rankings must be submitted to the Executive Vice President for final approval.
- IV. Committee members will act as representatives for each Registered Student Organizations/Department that has requested funding. In doing so,
 - a. The committee member will research the items requested by said Registered

Student Organizations/Departments that they will be assigned to during the meeting, as to be knowledgeable on said items when questions arise.

- b. The committee member will be allowed to accept or deny friendly amendments during the budget session on behalf of the Registered Student Organizations/Departments.

Section E. Informational Technology Grant Budget Sessions

- I. All Registered Student Organizations/Departments requesting funds and their requested amounts will be listed in the order decided upon by the Informational Technology Grant Ranking Committee on the legislation.
- II. Friendly amendments may be accepted during the appropriations process, by the sponsoring committee member without a vote for approval by the body. A friendly amendment which is denied by the sponsoring committee member will move to discussion and vote for approval by the body.
- III. Each budget must be displayed for all to see while it is being discussed.
- IV. A running total of the amount remaining must be displayed. Only the Registered Student Organization/department at hand may be discussed.
- V. Senators may ask question of the Sponsoring committee member or the head of the IT department. The Representatives of the Registered Student Organization/Department (if on site) may answer only if the Sponsoring committee member or head of the IT department cannot answer.
- VI. Motions may be made to line strike items of Informational Technology Grant budget.
- VII. A roll call vote must be taken to approve the finalized funding request budget.
- VIII. The Student Senate will forward all approved requests to the Student Body President who shall approve or veto the request.
- IX. Upon approval, the head of the IT department or their associates will sign off on the request.
 - a. If vetoed, the request shall go back to the Student Senate for review. The Senate may overturn the veto of the President with a two-thirds vote of the body. If amended, the request shall return to the Student Body President for approval.

ARTICLE VIII
Standards for Leadership and Student Senators

Section A. Committee Chairs

- I. If a committee chair fails to uphold the responsibilities of their position as

outlined in Article 3 Section D in the Student Senate Bylaws, they may be removed from that position by the Executive Vice President without a vote of approval from the body.

- a. The Executive Vice President must consult with the Inspector General before making a final decision.
- b. The report will follow the disciplinary procedure outlines Chapter 7 of these Bylaws.
- c. If a chair is found responsible he/she may attempt to be reappointed to Student Senate through the standard appointment process if they so choose.

Article IX Parliamentary Authority

Section A. Rules of Order

- I. *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Student Senate except where in conflict with the Student Government Association Constitution or Special Rules of Order established in this article.

Section B. Special Rules of Order

- I. Friendly amendments may be accepted or denied, during the appropriations process, by the sponsoring Senator without a vote for approval by the body.
- II. The Extended Campus Council Chair may give authority to another member of their council to vote, in proxy, on any Student Senate matters during the chair's absence.
- III. Student Senate agendas are prepared by the Executive Vice President with assistance from the Committee on Committees.
- IV. If Robert's Rules of Order are violated during a meeting, and the Sergeant-at-Arms is unable to solve the problem, the Chair of the meeting shall make the decision.
- V. Before a new Special Rule of Order is implemented, it must first be added by a majority vote of the Student Senate, to the Student Senate Bylaws.

Section C. Parliamentary Officials

- I. Sergeant-at-Arms
 - a. The Sergeant-at-Arms shall assist the Executive Vice President in the maintenance of order and the enforcement of parliamentary procedure during meetings of the Student Senate or its various committees.
- II. Clerk

- a. The Clerk shall be responsible for the maintenance of the records of the Student Senate.
 - i. This includes minutes and attendance at all meetings of the Student Senate and the Committee on Committees.
 - ii. The Clerk shall attend and keep minutes of the Ranking Committee meeting each semester.
 - iii. The Clerk will keep a record of all points garnered by Student Senators throughout the academic year and deliver them to the Executive Vice President when asked for.
- b. The Clerk shall be responsible for all official correspondence of the Student Senate.
 - i. This includes the sending of letters of invitation to all persons whose presence is requested at a meeting of the Senate. The letter should include the meeting date, time, and location, as well as the reason for the invitation.
 - ii. The Clerk shall be responsible for sending a letter of thanks to persons who attended a meeting of the Senate at the request of the Senate.
 - iii. The Clerk shall be responsible for delivering the Senate minutes to the Senate Advisor weekly, and in a timely manner.

Chapter 2: Executive Branch

Article I The Executive Cabinet

Section A: Authority & Composition

- I. The Executive Cabinet shall serve in an advisory-only capacity to the President of the Association.
- II. The Executive Cabinet shall be composed of the Executive Vice President, the Vice President of Student Activities, the Chief of Staff, the Treasurer, and the Executive Secretary.

Section B: Meeting Procedure

- I. The meetings of the Executive Cabinet shall follow *Robert's Rules of Order Newly Revised*.
- II. The President of the Association shall chair all meetings of the Executive Cabinet.

Article II The Student Activities Council

Preamble

The Student Activities Council is the campus-wide programming body of the Student Government Association, dedicated to providing quality extra-curricular experiences to the student body of Eastern Kentucky University. This council of students will initiate, promote, and implement educational, social, cultural, and recreational programs to meet the needs of Eastern Kentucky University's student body. The following bylaws have been established to provide the Student Activities Council (hereafter referred to as SAC) with a structure and basis for ensuring the quality of these programs.

Section A: Membership Definition

- I. Membership of SAC shall consist of those individuals appointed outlined in Section C.

Section B: Membership Eligibility

- I. All members of SAC must be a full time student enrolled for classes at Eastern Kentucky University.
- II. No elected or appointed members of SAC may serve in any other capacity in the Student Government Association.

Section C: Method of selection

- I. Members of SAC shall be selected by the membership selection committee following spring elections.
- II. The SAC selection committee shall be composed of the incoming Vice President, the SAC advisor, the outgoing Vice President, and two at-large members of the council to be appointed by the Associate Vice President.
- III. A 3/5 vote of the committee shall constitute appointment.
- IV. During the academic year the sitting vice president may nominate additional members with approval of 2/3 voting members of SAC present and voting.

Section D: Requirements and Privileges

- I. All members are expected to attend all meetings of SAC.
 - a. All members are allowed three unexcused absences from meetings per semester.
- II. Each member of SAC shall serve on a standing committee.
 - a. Members are expected to attend all meetings of their committee, unless excused by the Associate Vice President for Administration.
- III. Any member of SAC may suggest a revision to the Student Government Association Constitution or the SAC Bylaws by sponsoring amendments in the form of Acts on the floor of SAC.
- IV. All members of SAC have a right to vote and debate in SAC meetings unless otherwise noted in this document.
- V. All members are expected to attend at least five (5) self-assigned events in the fall and spring semester each.
 - a. All members are allowed to miss one self-assigned event per semester, unless approved by the Associate Vice President for Administration.

**Article III
Leadership Team**

Section A: Composition of the Leadership Team

- I. The Leadership Team of SAC shall be comprised of the following positions:
- II. The Student Government Association Vice President for Student Activities (hereafter referred to as the Vice President).

- a. The Vice President is the chair of SAC, and holds executive authority for the operations of SAC.
- III. The Associate Vice President for Administration (hereafter referred to as the Associate VP for Admin.).
- a. The Associate VP for Admin. shall be appointed as a voting member and then appointed by the Vice President of SAC after he or she is sworn in his or her formal position by a Student Court Justice.
 - b. The Associate VP for Admin. shall assist the Vice President in overseeing the organizational operations of SAC.
 - c. The Associate VP for Admin shall be responsible for the maintenance and organization of the general membership and all committees of SAC.
- IV. The Associate Vice President for Programming (hereafter referred to as the Associate VP for Programming).
- a. The Associate VP for Programming shall be appointed as a voting member and then appointed by the Vice President of SAC after he or she is sworn in his or her formal position by a Student Court Justice.
 - b. The Associate VP for programming shall be the chief programming officer responsible for organizing all traditional and annual campus events.
 - c. All homecoming events shall be the responsibility of the Associate VP for Programming.
 - d. The Associate VP for Programming shall serve as the chief contracting officer and shall negotiate and administer all contracts at the request of and in cooperation with the appropriate standing committee.
 - e. The Associate VP for Programming may form a committee for assistance in the execution of his or her duties.
- V. The Standing Committee Chairs
- a. The responsibilities of the Standing Committee Chairs are outlined in Article III, Section B.
- VI. The Clerk
- a. The Clerk shall assist the AVP for administration in maintaining all records of SAC, and administering votes during meetings.
- VII. Parliamentarian
- a. The Parliamentarian shall assist the AVP for administration in administering parliamentary procedure during meetings, and provide information about the SGA Constitution and bylaws.

- VIII. Promotions Coordinator
 - a. The Promotions coordinator shall assist the Vice President in all topics related to promotions, advertising, and publications.
- IX. The Leadership Team will be appointed by the Vice President and voted on and approved by the members of SAC.

**Article IV
Standing Committees**

Section A: Standing Committee Descriptions

The following committees shall be permanent standing committees of SAC, and shall meet regularly to accomplish their objectives. All committees shall fall under the discretion of the committee chair(s), subordinate to the Associate VP for Programming.

- I. Weekenders Committee
 - a. The Weekenders Committee shall plan and execute events that are designed to retain students on campus during the weekend. Events shall endeavor to appeal to a cross section of the student body, with special attention to resident populations.
- II. Cultural Arts and Education Committee
 - a. The Cultural Arts and Education Committee shall develop programs that feature varied ideologies, cultures, religions, lifestyles, and social issues, as well as educational opportunities.
- III. Featured Performance Committee
 - a. The Featured Performance Committee shall endeavor to select and execute select performance events targeting larger audiences.
 - b. The Featured performance committee shall endeavor to select music, comedy, drama, dance, and other performance artists for large scale productions.

Section B: Standing Committee Chairs

- I. Committee Chair Responsibilities
 - a. All committee chairpersons shall be responsible for holding meetings of their respective committee at a bi-weekly minimum unless deemed unnecessary by the Associate VP for programming. The chair shall submit detailed notes and attendance of all meetings to the Clerk.

- b. The chairs shall be responsible for the proper planning and execution of events for which their committee is responsible. Including volunteer/staff coordination, procurement of materials and supplies, and all preparations.
- c. The chairs shall involve the members of his or her committee in all phases of its responsibilities and decision making.
- d. The chairs shall be responsible for preparing and presenting event proposals by the committee.

II. Event Development and Proposal

- a. All events must be proposed and presented to the general assembly to be voted upon.
- b. Event proposals must be approved by the AVP for Programming and Treasurer to ensure all components are included prior to presentation.
- c. Event proposals must pass with a simple majority vote.

Chapter 3: Judicial Branch

Preamble

We, the students of Eastern Kentucky University, in order to provide due process, in order to interpret the Constitution of the Student Government Association, in order to facilitate the resolution of disputes between the various branches of Student Government, and in order to represent the student body of Eastern Kentucky University in matters of judicial affairs, do hereby establish the Eastern Kentucky University Student Court. Furthermore, we hereby establish the following bylaws to provide a framework for an efficient and able judicial body.

Article I Membership of the Student Court

Section A. The judicial body of the Student Government Association shall be the Student Court.

Section B. Composition of the Student Court: Qualifications of members

- I. No elected or appointed member from any other branch of the Student Government Association shall serve in any capacity on the Student Court, except as follows:
 - a. The Associate Chief Justice shall serve as Interim Chief Justice while the Chief Justice position is vacant.
 - b. The Executive Vice President shall serve as the Interim Chief Justice in the event that the Associate Chief Justice position is vacant or the Associate Chief Justice is unable to fulfill the role.

Section C. Court Appointments, Confirmations, and Exits

- II. The Student Court shall consist of a Clerk and nine Justices: the Chief Justice, the Associate Chief Justice, and seven Associate Justices.
- III. The Chief Justice position shall be filled according to Article VI of the Student Government Association Constitution.
 - a. Should the SGA President choose to form a Chief Justice Search Committee, it shall be formed in the following manner:
 - i. Members of the Chief Justice Search Committee shall be appointed by the Student Government Association President. The voting members of the committee shall be one member from the Student Activities Council, one member from the Student Senate and two members of the Student Court. The Inspector General of the Student Government Association shall serve as the non-voting chairperson of the committee.
 - aa. The Chief Justice Search Committee shall be responsible for advertising the position vacancy, distributing and collecting

applications, interviewing possible candidates, and recommending to the Student Government Association President three nominees in unranked order.

- b. Should the SGA President choose not to form a Chief Justice Search Committee, it is advised that he/she considers the current members of the Student Court for the position of Chief Justice before turning to other members of the Student Body to fill the position.

IV. The Associate Chief Justice shall be chosen from among those Associate Justices who have been active and served at least one full semester on the Student Court.

- a. Upon nomination from the Chief Justice, the Associate Chief Justice can assume office after a majority approval from the voting members of the Student Court.

V. Associate Justice positions shall be recommended by the Student Government Association Chief Justice, nominated by the Student Government Association President, and confirmed by a simple majority vote of the Student Government Association Student Senate.

- a. The first step in soliciting a spot on the Student Court is to complete an application for the position of Associate Justice.
- b. Upon review of the application, the Chief Justice and the Associate Chief Justice, if available, of the Student Court will interview qualified applicants.
 - i. If the Associate Chief Justice is unavailable, then the Court Clerk will interview the applicant with the Chief Justice.
- c. Upon a favorable interview, a recommendation of approval will be made to the President of the Student Government Association.
 - i. The President can choose to accept or decline the recommendation.
 - ii. Upon acceptance by the President, the nomination will be forwarded to the Executive Vice President of the Student Government Association.
 - iii. The Executive Vice President will present the nomination to the Student Senate for approval by a simple-majority vote.
 - iv. Should the President deny a recommendation of appointment of a Justice, the Chief Justice may appeal the decision to the Senate.
 - v. The Senate may veto the decision of the President by means of a two-thirds vote.

c. The Clerk shall serve on the Student Court as a nonvoting member.

- i. Upon nomination from the Chief Justice, the Court Clerk can assume office after a majority approval from the voting members of the

Student Court.

- ii. In the absence of the Court Clerk, the Chief Justice shall be responsible for assuring the clerk's duties are completed or appointing a temporary Court Clerk.

- V. All members of the Student Court shall serve until relinquishing the office or a Disciplinary proceeding as set forth in Chapter 7 of these Bylaws.
 - a. Members of Student Court who complete their undergraduate studies and choose to work on a graduate program at Eastern Kentucky University have the right to choose to remain a member of the Student Court.
- VI. The Student Court shall attempt to maintain a consistency of at least one freshman, sophomore, junior, and senior.

Section D. Attendance Policy

- I. The Court shall meet at least once per month, from September to May, and as needed in additional or special sessions called by the Chief Justice.
 - a. All members are allowed three unexcused absences. Absences considered unexcused or excused is up to the discretion of the Chief Justice.
 - b. The attendance policy includes attendance for the Student Court, Judicial Committee, and Parking Appeals Committee.

**Article II
Officers and Responsibilities**

Section A. Officers

- I. The Chief Justice, Associate Chief Justice, and the Court Clerk are considered officers of the Student Court.

Section B. The Student Court Chief Justice Responsibilities

- I. The Chief Justice shall attend all meetings of the Student Court and the University Parking Appeals Committee.
- II. The Chief Justice shall preside over the Student Court.
- III. The Chief Justice shall fill the Associate Chief Justice position in accordance with Article VI of the SGA Constitution.
- IV. The Chief Justice shall recommend nominees to the position of Associate Justice in accordance with the Student Government Association Constitution and these Bylaws.
- V. The Chief Justice shall fill the Court Clerk position in accordance with the SGA

Constitution and these Bylaws.

- VI. The Chief Justice shall be responsible for setting the dates, times, and locations for meetings of the Student Court and the Parking Appeals Committee.
- VII. The Chief Justice shall preside over all official Court hearings.
 - a. The Chief Justice shall vote on official Court hearings only in the event of a tie.
- VIII. The Chief Justice shall be responsible for ensuring that all members of the Student Court uphold and abide by the Student Government Association Constitution, the Student Court Bylaws, the Student Court Policies & Procedures, Parking Appeals Committee Operating Procedures, University Student Handbook, and all other documents pertaining to the authorities, responsibilities, and functions of the Student Court, including but not limited to: meeting and maintaining the minimum requirements for membership.
- IX. The Chief Justice shall maintain a copy of all documents of cases brought before the Student Court.
- X. The Chief Justice shall be responsible for preparing the agenda and issuing notices on behalf of the Student Court.
- XI. The Chief Justice shall be responsible for scheduling Constitutional hearings.
- XII. The Chief Justice shall be responsible for reviewing the Student Court Point System with the Student Court during the first meeting of the Fall Semester.
- XIII. The Chief Justice shall maintain at least five (5) office hours per week.
- XIV. The Chief Justice, or a designated Court Justice, shall administer the oath of office to all SGA members upon their selection.

Section C. The Student Court Associate Chief Justice Responsibilities

- I. The Associate Chief Justice shall attend all meetings of the Student Court and the University Parking Appeals Committee.
- II. The Associate Chief Justice shall serve as the Vice Chair of the Student Court and shall assist in the duties of the Chief Justice at his/her request or the request of the Student Court.
- III. The Associate Chief Justice shall chair the meetings of the Student Court in the absence of the Chief Justice.
- IV. The Associate Chief Justice shall chair the meetings of the Parking Appeals Committee in the absence of the Chief Justice.

Section D. The Student Court Clerk Responsibilities

- I. The Court Clerk shall attend all meetings of the Student Court and the Parking Appeals Committee.
- II. The Court Clerk shall keep minutes for official court hearings, records of attendance at all meetings of the Student Court and the Point System.
- III. The Court Clerk shall be responsible for fulfilling other duties assigned by the Student Court.

Article III
Court Functions & Authorities

Section A. Functions and Authority

- I. The court shall have original jurisdiction over all cases involving: alleged infractions of the Constitution, bylaws, or any other governing SGA authority
- II. The Court shall have judicial review of the constitutionality of the bylaws or official actions taken by any elected or appointed member of the SGA.
 - a. If new evidence or testimony emerges following an opinion being issued, any party may request re-consideration by the Student Court.
- III. In rulings on disciplinary action cases, membership and elections violations, decisions of the court may be appealed to the Student Government Advisory Board.
- IV. The Student Court shall uphold and follow its duties as set forth in the Operating Procedures of University Parking Appeals Committee.
- V. The Court shall recuse a Justice in any case in which proof of conflict of interest is established in the preliminary motions.
- VI. A Justice may, with cause, remove himself or herself from a case.
- VII. All members of the Student Court shall uphold and abide by the Student Government Association Constitution, the Student Court Bylaws, the Student Court Policies & Procedures, Parking Appeals Committee
- VIII. When it is found to be necessary by the Student Court, the Court may issue an injunction to prevent the execution of an action that is under judicial review.

Section B. Judicial Committee

- I. All members of the Student Court shall serve on a University Judicial Committee.
 - a. If a Justice is unable to be on Judicial Committee because of class schedule conflicts, the Justice may be exempt from their duties up to one semester of sitting on the Judicial Committee.

- II. Members of the Student Court with at least one full semester of service on the Judicial Committee shall have the option to serve as silent advisors to students who go before Judicial Committees.
 - a. Members of the Student Court who opt to serve as silent counselors are prohibited from serving as such on the same day as their assigned Committee day.
- III. Members of the Student Court who opt to serve as silent counselors are responsible for corresponding with the student who requests silent counseling and for being present at the student's Committee hearing.
 - a. Correspondence between the student who requests silent counseling and their silent counselor to set up an in-person meeting shall be done solely through the University email service.
 - b. Students who wish to have a silent counselor from the Student Court shall notify the member at least 48 hours prior to their scheduled hearing through the University email service.
- IV. Any member of the Student Court who fails to correspond with the student who requested silent counseling or to attend said student's Committee hearing may be prohibited for serving as a silent counselor for a term of up to one (1) academic year.

Section C. Appellate Panels

- I. Authority
 - a. The Executive Director of the Office of Student Rights and Responsibilities is that person designated by the President of Eastern Kentucky University to be responsible for the administration of the student disciplinary system. A student has the right to appeal the imposition of a penalty or sanction.
 - b. Should the Executive Director of the Office of Student Rights and Responsibilities choose to delegate such authority to the Student Court, as provided by Chapter 4 of the University Handbook, Appellate Panels shall be constructed and used in a manner consistent with the following procedures.
- II. Appellate Panel Construction - Design and Composition
 - a. There shall be two Appellate Panels composed of three members each.
 - i. One will be chaired by the Appeals Commissioner of the Student Court, and the other will be chaired by the Student Court Justice selected in compliance with these bylaws.
 - ii. The remaining members shall be Student Court Justices appointed by the Appeals Commissioner.

- b. The two panels shall be employed to review appeals of the decisions of the Student Judicial Committees.
 - i. The two Appellate Panel chairs may not sit on the same Student Judicial Committee.
 - ii. The remaining members shall be Student Court Justices, selected from the appropriate Student Judicial Committee, so as not to create a conflict of interest.

III. Appeals Commissioner - Selection

- a. The Chief Justice shall nominate another Justice of the Student Court for the position of Appeals Commissioner.
- b. The Court will then vote to confirm or deny the nominee. This will be done by a simple majority vote.
- c. The Chief Justice shall not have a vote, except in the case of a tie.

IV. Appeals Commissioner - Authority and Duties

- a. The Appeals Commissioner shall have the responsibility of organizing the two Appellate Panels in a manner consistent with these bylaws. This includes appointing the members of the Panels from the appropriate Student Judicial Committees.
- b. The Appeals Commissioner will be expected to work closely with the Executive Director of the Office of Student Rights and Responsibilities.
- c. The Appeals Commissioner shall function as the Chair of the Panel on which s/he will sit. S/he will appoint the Chair of the other Panel.
- d. In the event that one of the Justices must recuse themselves, the Appeals Commissioner will appoint a Justice to fulfill their position.

V. Procedure

- a. An appeal of a Student Judicial Committee decision may only be filed on the following grounds:
 - i. Irregularity in the proceedings,
 - ii. Punishment inconsistent with the nature of the offense, or
 - iii. Additional, pertinent information not available for the original hearing.
- b. A student who wishes to appeal a decision of a Student Judicial Committee must do so in writing. Such appeals must be submitted to the Executive Director of the Office of Student Rights and Responsibilities within five class days of the Committee decision.

- c. Any Panel member is expected to recuse themselves from hearing a case when they may be prejudiced against the appealing student.
- d. Upon receipt of the appeal from the Executive Director of Student Rights and Responsibilities, the Appellate Panel Chair shall organize a meeting of the Panel. The Chair shall give the Panel at least 24 hour notice of the meeting time and location.
 - i. The meeting shall be conducted in closed session. Only the written appeal and any materials submitted with the appeal will be evaluated. No oral appeals will be considered.
 - ii. The Appellate Panel may grant or deny the appeal by a simple majority vote.
 - iii. The Appellate Panel's decision will be final.

Section D. Parking Appeals Committee

- I. The Student representatives of the University Parking Appeals Committee shall be members of the Student Court chosen by the Chief Justice.

**Article IV
Meetings**

Section A. Public Session

- I. All meetings of the Student Court, unless stated otherwise in these bylaws, will be considered to be in Public Session, and therefore open to all members of the Student Government Association as outlined in the Student Government Association Constitution Article I, Section B.
- II. Non-members of the Student Court in attendance will not be allowed to participate in discussion unless they were invited to do so by the Chief Justice.
 - a. Non-members of the Student Court do not have a vote in matters brought before the Student Court.

Section B. Executive Session

- I. Meetings of the Student Court in which disciplinary action against any member of the Student Government Association or infractions of elections regulations are being discussed as well as academic matters (i.e. Student records) will be considered to be in Executive Session.
 - a. A motion to go into Executive Session must be made and adopted by a majority vote of the Student Court members present.
 - b. All persons present during an Executive Session are specifically prohibited

from divulging anything that occurred unless required by law or university policy.

- c. Non-members of the Student Court may not attend without an invitation from the Chief Justice.
- d. The Student Court Advisor must be in attendance at all meetings in Executive Session.
- e. Executive Session meetings shall not be broadcasted through any form of media, including but not limited to, television or internet.

Section C. Special Meetings

- I. The Chief Justice may call a special meeting of the Student Court with a notice of at least forty-eight hours.
 - a. All special meetings of the Student Court will be considered to be in Executive Session.
- II. Student Court attendance policy requirements may be waived at the Chief Justice's discretion for special meetings called by the Chief Justice.

Section D. Quorum

- I. Fifty percent plus one of the total voting members of the Student Court shall constitute a quorum.

**Article V
Policies & Procedures**

Section A. Policies & Procedures

- I. Court hearings shall be governed by The Policies & Procedures guide and these bylaws.
- II. *Robert's Rules of Order Newly Revised* shall be considered suspended during Court hearings.

**Article VI
Parliamentary Procedure**

Section A. Rules of Order

The rules contained in the current edition of the *Robert's Rules of Order Newly Revised* shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any other governing documents of the Student Government Association, including but not limited to, opinions of the Student Court.

Article VII
Amendments to the Point System

Section A. Amendments

- I. Amendments to the Point System may be offered by any member of the Student Court.

- II. Amendments to the Point System shall be made following a simple majority vote of quorum.

Chapter 4: Advisory Board

Article I Authority

- Section A. Generally, the Advisory Board shall serve the Association in an Advisory capacity.
- Section B. When an amendment has passed the branches and SAC, consistent with Chapter 9 of these bylaws, the Advisory Board shall have the authority to consider the amendments to these bylaws. The Advisory Board may vote to approve or fail amendments to these bylaws, in its discretion.
- Section C. The Advisory Board shall have the authority to consider appeals of Student Court decisions, consistent with Chapter 7 of these bylaws.

Article II Meeting Procedure

- Section A. The Advisory Board shall follow *Robert's Rules of Order Newly Revised* in all meetings, except hearings of appeals of Student Court decisions. Such meetings will be conducted according to Chapter 7 of these bylaws.
- Section B. Any decision of the Advisory Board shall take effect on a simple majority vote.

Chapter 5: Elections

Article I Elections – General

Section A. Purpose

- I. The Election Bylaws set forth in this document cover all aspects of the election process of the Eastern Kentucky University Student Government Association. Included are all phases of the election to Executive Slate, members to the Senate, and Student Activities Council (SAC). These Election Bylaws do not govern the election of Inspector General position.

Section B. Eligible Voters

- I. Each student enrolled for credit at Eastern Kentucky University at the time of the election are eligible to vote in Student Government Association (SGA) elections.

Section C. Definitions

- I. The following definitions shall apply to their respective terms throughout these Election Bylaws:
 - a. Active Campaigning: any verbal propaganda or any sort of personal exchange between a member of a campaign team and any potential voter. This includes, but is not limited to, handing out fliers and word of mouth campaigning.
 - b. Agent: any person who acts in any capacity at the order, request, or under the direction, control, or supervision of a candidate or candidate's campaign team in relation to the candidate's campaign.
 - c. Campaigning: Any verbal or nonverbal conduct, conducted by a candidate or an agent thereof, which promotes the candidate. Campaigning may be classified as active and passive consistent with these definitions.
 - d. Campaign Materials: Anything being used to further a candidate's campaign, including but not limited to posters, banners, social media, and chalk.
 - e. Deface: To mar; injure; impair; make obsolete; or destroy.
 - f. Donation: Support of a non-material nature given to a candidate from a non-agent.
 - g. Nominating Petition: The officially drawn SGA petition for required for an individual to qualify for candidacy.
 - h. Passive Campaigning: any type of campaigning stationary and non-changing that promotes the candidate yet no verbal communication between two

parties is conducted. Passive campaigning also includes, but is not limited to, social media sites, wearing promotion clothing and apparel, chalk, and fliers.

- i. Powell Student Center: The Powell Building, anything underneath the Powell roof/awning, Powell balconies, Powell corners, and Powell Plaza.
 - i. First Floor of the Powell Building: This includes only the area inside of the Powell Building on the first floor. This is traditionally referred to as “Middle Powell.”
- j. Purchase: Any monetary expenditure used to further the candidates’ campaign.
- k. Qualifying Papers: The documents that are issued to candidates prior to the permitted time frame of campaigning that require the general information of the individual required to assess their eligibility for candidacy, e.g. name, student ID number, GPA, etc.

Section D. Candidates

- I. In order for a person to qualify as a candidate they must meet the following criteria:
 - a. All candidates must meet the minimum qualifications of position sought, as outlined in the Constitution and Bylaws.
 - b. All candidates must sign an agreement for the SGA Administrative Assistant to check grades within the nomination petition.
 - c. All candidates should attend a meeting held by the Elections Committee for the explanation of rules. All candidates will be required to sign a statement of understanding of rules and regulations governing SGA elections in the nomination petition.
 - d. The deadline for submitting the nomination packet will be the end of the work day on Friday of the same week that qualifying papers and petitions are issued.

Article II

Elections Committee and Responsibilities of Election Officials

Section A. Elections Committee

- I. The Elections Committee will consist of one (1) member from Senate, SAC, Court, a Clerk, and a Chairperson.
 - a. Eligibility Requirements: Members of Elections Committee must have at least one year of experience in an elected or appointed position within the Association and meet all other requirements for members of the Student Government Association as outlined in the SGA Constitution.

- b. If for any reason there is no eligible candidate, the appointment to Elections Committee is left to the discretion of the branch Vice President or the Chief Justice.
 - c. Members of the committee are not eligible to appear on the spring ballot or serve in elected positions the following academic year.
 - d. The representative from the Student Court will recuse him or herself from any Student Court Hearing pertaining to their personal misconduct as it relates to elections.
 - e. Committee members may not act as an agent for any campaign.
- II. The Elections Committee will engage in publicity efforts to encourage voter participation.
 - III. The members of the Elections Committee may vote but may not endorse any candidate publicly or privately.
 - IV. The Elections Committee Chair (ECC) must be present at all meetings of the Elections Committee. Three members in addition to the chair must be present to constitute a quorum.
 - a. Any Elections Committee meeting may be closed to the public by a majority vote of the committee at any time.
 - V. Qualifying papers must be available at least two weeks prior to the elections and should include the elections bylaws, all necessary paperwork, and rules concerning elections.

Section B. SGA Election Officials

- I. Elections Committee Chair
 - a. The ECC will be appointed by the Student Court Chief Justice prior to the 10th week of classes of the fall semester.
 - b. The ECC shall be responsible for the following:
 - i. Scheduling workers for the official SGA Polling Site.
 - aa. These members will have the same duties and responsibilities as the members of the Elections Committee on Elections day and they will report to the ECC.
 - ii. Releasing the official roster of candidates.
 - iii. Releasing the official results within twenty-four (24) hours of the closing of the polls.

- iv. Communicating with the ECU Web-Administrator for updates on the security of the online elections system.
- v. Facilitating the creation and validation of nominating petitions.

II. Elections Committee Members

- a. Members of the Elections Committee will be appointed by the Vice Presidents of the branches and Chief Justice prior to the 10th week of class of the fall semester.
- b. Each member will perform the following tasks at the discretion of the ECC:
 - i. Working the official SGA Polling Site.
 - ii. Monitoring online elections.
- c. Members of the committee will have authority over the polls.

III. Elections Committee Clerk

- a. The Clerk of the Elections Committee shall be a neutral individual who is currently serving in an elected or appointed position of the Student Government Association.
- b. The Clerk shall be appointed by the Student Court Chief Justice.
- c. The Clerk shall be required to take written minutes of every Elections Committee meeting.

Article III
Code of Conduct for Elections

Section A. Standards

- I. All candidates and their agents shall:
 - a. Comply with the SGA Constitution and these Bylaws.
 - b. Refrain from abusive conduct, or attacks upon the character of other Student Government Association members.
 - c. Not deface, alter, or remove an opponents' campaign material during the permitted time of campaigning.
 - d. Comply with University Policy and all federal, state, and local laws while campaigning. Failure to comply with any such regulations or laws may result in SGA sanctions and will not preclude other University Sanctions or other punishments.

Article IV

Election Process

Section A. Time Frame of Elections

- I. On-Line Elections shall take place on Tuesday of the third week prior to the final examination period. The on-line election system shall be active from 8:00 AM until 6:00 PM.
- a. Regional campus elections shall take place on the same Tuesday from 8:00 AM until 6:00 PM (EST).

Comment: Article I, Section F of the Constitution states spring elections shall be held on the fourth Tuesday in March.

Section B. Campaigning

- I. Executive Slate and Vice President of SAC.
- a. Each Executive Slate and Vice Presidential candidate's campaign budget will be capped at \$500. This includes personal purchases and donations (monetary and non-monetary).
- b. All purchases and donations must have a valid receipt confirming the cost. These receipts must be turned in before the day of elections to the Elections Committee.
- i. Should the candidate choose to travel to the regional campuses, the mileage and cost for such purpose should be estimated and included in the spending limit.
- c. Candidates must submit a complete list of campaign team members before the official list of candidates is posted. Should their campaign team change for any reason, the candidate is responsible for notifying the Elections Committee in writing immediately.
- i. Candidates are responsible for the conduct of their agents.
- d. Campaigning may not begin earlier than the legal posting of the list of nominees by the ECC and shall end upon the closing of the voting polls of the day of elections.
- e. For fall and spring elections there will be no active campaigning inside of the first floor of the Powell Building while electronic polls are open.
- f. The Student Government Association office SHALL NOT be used for any campaigning, nor may any property of the SGA Office be used in creating campaign propaganda.
- g. The official SGA polling site shall be inside the SGA office.
- h. All campaign materials MUST be removed from university property within seventy-two (72) hours following the elections.

- i. No member of advisory board may campaign for any candidate, unless they are the candidate, in which case, they may not take part in deciding and Advisory Board Elections Appeal.

II. Senate Race

- a. Spring Student Senate elections shall be conducted in the same manner as the Executive Slate and Vice President of SAC elections, with the following exception:
 - i. Spending limits shall be one hundred dollars for each Senate candidate.
- b. A number of students as determined by Senate bylaws and the SGA Constitution will be elected to the Senate during the first 4 weeks of the Fall Semester. This election will be administered by the Executive Vice-President under the supervision of the President. Complaints should be filed with the SGA Inspector General and appealed under the same process as stated in Chapter 7 of these Bylaws, to the President or their designee who will act as the elections committee. The Executive Vice-President cannot serve in this position. If a tie occurs, a run-off election will take place as organized by the Elections Committee. If the required students are not on the ballot and no candidate receives 12 write-in votes the Executive Vice-President will appoint them in accordance with the Constitution and Senate Bylaws.

III. Regional Campus Council Race

- a. This election shall be conducted in the same manner as the Executive Slate and Vice President of SAC with the following exception:
 - i. Spending limits shall be one hundred dollars for each Regional Campus Council candidate.
- b. If five or more vacancies are not filled during the Spring Election it will be the responsibility of the Executive Vice president to fill those positions by an appointment as stated in the Constitution and Bylaws.

Section C. Absentee Procedure

- I. Members of the Association who are not able to vote during the regular voting time, by reason of a University Assignment, may vote by absentee ballot.
- II. Absentee ballots will be prepared by the Elections Committee and shall:
 - a. Have a space for the absent student to list their name and student identification number
 - b. A location for the Elections Committee Chair to sign
 - c. Names of the various candidates and the offices for which they are running

- d. A place for write in votes, AND
 - e. A place for the student to list the reason why they are absent, which shall be accompanied by the statement *“I hereby state my intention to be absent from campus on election day for the following reason:”*
- III. All absentee ballots should be requested at the SGA Office in person; or by mail one week prior to the election.
 - IV. All absentee ballots must be turned in to the SGA Office before 4:00 pm the day prior to the election.
 - V. The Elections Committee shall check the names on the absentee ballots with the voter roll. If a student has voted both by absentee ballot and in the actual election, their absentee ballot shall be nullified.
 - VI. The deadline for submitting the nomination packet will be the end of the work day on Friday of the same week that qualifying papers and petitions are issued.

Section D. Elections Results

- I. All results shall be recorded by the Information Technology Department of the University. These results will be kept in confidence until such time that the ECC requests the results in the presence of at least three members of the Elections Committee. Non-elections committee members may not be present, except for the SGA Administrative Assistant. No person present for the tabulation or requesting of the votes may at any time leave the presence of the ECC until after the validation and announcement of the results.
- II. The results will be tabulated and validated by the Elections committee in the SGA office prior to any public announcement.
 - a. In the case of slated candidates, the vote must place the slate in the proper format, i.e. President’s full name, followed by the Executive Vice president’s full name.
- III. The ECC will make the elections documents available for inspection by association members through the SGA Administrative Assistant.
- IV. If there is no eligible candidate for the Vice President of SAC, the newly elected President may appoint a temporary candidate to fill the vacancy after their inauguration.
 - a. Elections for a permanent Vice-President or SAC will be held during fall elections, in a manner consistent with these bylaws under the supervision of the Executive Vice President.
- V. If there is no eligible Executive Slate, a special election will be conducted prior to the last day of the Spring Term by the Elections Committee, consistent with these bylaws. No partial Executive Slate may be elected.

Article V

Violations & Sanctions

Section A. Procedure

- I. Any alleged violations of the Elections Bylaws shall follow the SGA Disciplinary Procedure, subject to the following restrictions:
 - a. The petition must be submitted within 48 hours of closing of the polls.
 - b. Students enrolled at Eastern Kentucky University may file a complaint.

Section B. In the event of a violation, one or more of the following special election sanctions may be given based on the severity of the case:

- I. A letter of apology should be written by the accused to the victim
 - a. That letter may be published in an approved Eastern Kentucky University publication no later than a week after the decision is released, but only with written consent of the victim.
- II. Suspension of the candidate's right to campaign to any voters for a period of up to 24 hours.
 - a. If the punishment takes place on the day of elections, the sanction cannot revoke more than six hours of communication. The accused can select the six hours they are to be punished anytime while the election polls are open; these hours do not have to be served consecutively.
- III. Cap the budget of the accused individual to no more than 20%, providing the money has not already been spent.
- IV. Dock votes of the candidate in question up to 5%, in increments of one percentage point.
- V. In the event that an exceptionally severe violation is committed, a candidate may be removed from the ballot.
 - a. This candidate cannot be eligible as a write-in candidate.
 - b. In the event of a removal of a candidate for Executive Slate, the entire slate is ineligible to run as a write-in candidate, even if done separately.
 - c. All decisions to remove a candidate must be made prior to the swearing in of the elected officials.
 - d. A candidate's name will not be removed from the ballot pending appeals.

Chapter 6: Code of Conduct

Section A. Chapter 8 of these bylaws (herein after referred to as the “Code of Conduct”) shall apply to all elected or appointed members of the Student Government Association. No adverse action shall be taken against a member for potential violations of the Code of Conduct prior to their election or appointment to the SGA or before the adoption of this Chapter. Nothing in this chapter shall be construed as to prohibit or discourage debate or criticism made in good-faith representation of the interest of the students of EKU.

Section B. Definitions

I. The following terms shall be defined in the following manner for their use in the Code of Conduct:

a. Special Office: shall include any of following:

i. Director positions, Chair positions, Sergeant-at-arms, Associate Chief Justice, Clerk, Vice-Chair of Student Activities, Treasurer, Chief of Staff, Executive Vice President, Vice President for Student Activities, Chief Justice, and President.

Section C. Standards

I. All elected and appointed members shall adhere to the SGA Constitution and bylaws.

II. All elected and appointed members shall make reasonable efforts to fulfill their duties as prescribed by the governing documents of the SGA.

III. All elected and appointed members are prohibited from misusing, mismanaging, or misappropriating their position, equipment, facilities, or funds of the Association.

IV. All elected and appointed members shall conduct themselves in a manner that shall reflect positively of SGA and EKU.

Section D. Sanctions

I. In the event a student is found responsible of violating a provision of the Code of Conduct, one or more of the following sanctions may be implemented, depending on the severity of the violation:

a. A letter of apology written by the responsible party to the victim.

b. A probationary period not to exceed 1 semester with notice that any violation committed during this probationary period may result in more severe sanctions.

c. A period of suspension of voting privileges in meetings not to exceed 1 semester.

- d. Removal from a special office, as defined by Article II Section A, but not expulsion from the office in SGA.
- e. In the case of an exceptionally severe violation, the responsible party may be expelled from their position in the SGA.
 - i. In the event expulsion from their position is imposed, the responsible party will be considered to have been suspended from voting privileges pending any appeals.
 - ii. If an expelled party held a position in SGA which carried a stipend, their stipend shall be revoked.

Chapter 7: Disciplinary Procedure

Article I Disciplinary Action Process

Section A. Complaint & Initial Investigation

- I. Any member of the Student Government Association may file a written complaint against any member of the Executive, Legislative, and Judicial Branch of the Student Government Association with the Inspector General.
 - a. Such complaint must detail who has allegedly committed a violation; which provision(s) of the SGA Constitution, Bylaws, and/or any other SGA governing documents or authority that has allegedly been violated; and a list of potential witnesses and evidence to the alleged violation.
- II. If the complaint is refused, the complainant may file the case with the Chief Justice for review of the Student Court.
- III. If the complaint is accepted, the Inspector General will initiate the investigation within 3 class days of receiving the complaint. The Inspector General will have 5 class days to complete the investigation.
- IV. At the conclusion of the investigation, the Inspector General shall prepare a report detailing the original allegations, the involved parties, witnesses interviewed, the evidence that was reviewed, and the determination as to whether or not a violation occurred.
 - a. If the Inspector General finds that there was no violation, the original complainant may file the case with the Chief Justice for review of the Student Court.
 - b. If the Inspector General finds that there was a violation, s/he will bring an appropriate charge against the alleged violator(s) in Student Court, represent the Student Government Association in the hearing, and seek a just sanction.

Section B. Venue & Filing

- I. The Student Court shall be the only appropriate venue for filing for a hearing regarding violations of the SGA Constitution, Bylaws, and/or any other SGA governing document or authority.
- II. In order to file, the Plaintiff must fill out a Student Court Hearing Request Form and file it with the Chief Justice.
- III. In the Hearing Request Form, the Plaintiff must detail:
 - a. Who is bringing the charges

- b. Against whom the charges are being brought
 - c. The grounds for the charges, and
 - d. The sanction/relief that is being requested.
- IV. The Student Court will then review the request and decide within five class days whether or not to hear the case.

Section C. Court Process

I. General Provisions

- a. The trial must take place no later than ten class days of the decision to hear the case.
- b. The Plaintiff and Defense will have until three class days prior to the hearing to submit their evidence to the Chief Justice, and they will have thirty-six hours prior to the hearing to submit their witness lists to the Chief Justice.
- c. The Chief Justice will be responsible for compiling case folders composed of the Hearing Request, a list of all witnesses, and a copy of each document submitted into evidence. The Chief Justice shall have until twenty-four hours prior to the hearing to distribute the case folders to each justice and each party.

II. Pretrial Hearing

- a. If any justice or either party deems it necessary, a pretrial hearing may be held immediately prior to the trial.
- b. At the pretrial hearing, any justice, plaintiff, and/or defense may move to exclude any witness or evidence, with cause. Either party may move to add additional witnesses or evidence, with cause.
- c. The appropriate party will be given a chance to defend its motion, and the opposing party may argue against the motion. The justices will then have an opportunity to ask questions of either party. The justices will then take a public vote on the motion. A simple majority vote will decide to grant or deny the motion.

III. Trial

- a. Throughout the trial, the burden of proof is on the plaintiff to prove by a preponderance of the evidence (in other words, the actions alleged are more likely than not true) that the defendant is responsible of the charges.
- b. The plaintiff will give its opening statement, followed by the defense.
- c. The plaintiff will call each of its witnesses and question each witness individually. The defense may cross examine the witness at the conclusion of

each direct examination. The plaintiff may redirect each witness once at the conclusion of the cross examination; the scope of redirect examination is limited to that of the defense's cross examination. If the plaintiff conducts a redirect examination, the defense may re-cross examine the witness once at the conclusion of the redirect examination; the scope of the re-cross examination is limited to the scope of the redirect examination. At the close of redirect and re-cross examinations, the justices may ask questions of each witness

- d. Once the plaintiff has called all of the witnesses it wishes to call, it will rest its case.
- e. The defense may then call the witnesses it wishes. The process listed in Chapter 7 Article I Section 3 Sub-Section C(b) shall apply to the examination of the defense's witnesses, with the defense direct examining each witness and the plaintiff cross examining each witness, if they so choose.
- f. Once the defense has called all of the witnesses it wishes to call, it will rest its case.
- g. At this point in the trial, the justices will have an opportunity to ask questions of each party.
- h. After the justices have asked all of their questions, the plaintiff will give its closing argument. The defense will subsequently give its closing argument.
- i. At the end of closing arguments, the Court will adjourn to consider the evidence and testimony presented and to arrive at a finding as to responsible or not responsible of the defendant.

IV. Sanction Phase

- a. If the Student Court finds the defendant responsible, a sanction hearing will take place within three days of the Student Court decision.
- b. At the sanction phase, the defense may call up to three character witnesses, or submit letters of reference into the Court record. The plaintiff will have an opportunity to cross-examine the witnesses if it so chooses.
- c. The defendant may then make a statement, if s/he desires, to help the Court arrive at a fair and equitable sanction.
- d. The Court will then close to arrive at a sanction, which shall be read to the plaintiff and defense no longer than three days after the sanction hearing.

V. Appeals

- a. Appeals – General
 - i. In the event that either the plaintiff or defendant is unsatisfied with the ruling of the Student Court, they (the appellant) may appeal to the

SGA Advisory Board. An appeal may only be made on the following justifiable grounds:

- aa. Irregularity in the proceedings that if not corrected would have a substantial impact on the outcome of the case, OR
 - bb. Sanction inconsistent with the offense.
 - cc. If new evidence or testimony emerges following an opinion being issued, any party may request re-consideration by the Student Court.
- ii. An appeal not made on these grounds will not be considered. Only one appeal may be made per hearing. A copy of the appeal will be given to the Student Court Chief Justice and the party who has not appealed the case (the appellee).
 - iii. Appeals to the Advisory Board must be submitted with the SGA Administrative Assistant within five class days of the Student Court ruling in writing. The written appeal must specifically detail on what grounds the appeal is being filed and specifically what error was committed in the Student Court hearing.
 - iv. The appellee will have thirty six hours to file a reply to the SGA Administrative Assistant.
 - v. The Advisory Board will have ten class days from receiving the appellee's reply or the end of the thirty-six hour time limit, whichever one occurs first, to meet to consider the appeal and release a decision.
- b. Procedure
- i. The Advisory Board shall conduct a review of the Student Court minutes and copies of the evidence presented at the Student Court hearing in closed session. The Advisory Board shall not hear any new witness testimony and shall not consider any evidence not presented in the Student Court trial. A quorum must be present for the review to take place.
 - aa. A member of the Advisory Board may, with cause, recuse themselves from the appeal.
 - bb. The Advisory Board may vote to recuse a member if it determines that a conflict of interest exists by simple majority vote.
- c. After duly considering the record, the Advisory Board may only make one of the following decisions:
- i. If the Advisory Board determines that there was a clear abuse in discretion on the part of the Student Court or that the Court decision

was arbitrary and capricious, they shall set the Student Court ruling aside and remand it back to the Student Court for another hearing with instructions to be followed to avoid similar error.

- ii. If the Advisory Board determines that neither of the errors referenced in Chapter 7 Article I Section 3 Sub Section E (b) (ii) (1) was committed in the Student Court hearing, they shall affirm the Student Court decision.
- d. The decision of the Advisory Board cannot be appealed.

Chapter 8: Finance

ARTICLE I Budget Preparation

Section A.

- I. The President shall prepare an Operating Expense budget with the assistance of the Executive Cabinet. The budget will include generated revenue and grant money as it becomes available. The budget will then be subject to the approval of the Student Senate.
- II. The Vice President for the Student Activities Council shall prepare a programming budget with the assistance of their leadership team, president, and treasurer. The Vice President will then present the budget to SAC for approval.
- III. Upon approval of any budget, it will be forwarded to the President for final approval. If approved, the budget will be forwarded to the Council on Student Affairs as an informational item and to the Student Government Association Financial Advisor.
- IV. If the President vetoes a budget, it will return to the appropriate branch for additional consideration. A $\frac{3}{4}$ majority is required to overturn a presidential veto on a budget.
- V. The President or appropriate Vice President can present a revised budget as necessary for the body to consider.
 - a. The Student Government Association President will notify each extended campus council chair of their council's budget allotment for the year.
 - b. After receiving this notice, each extended campus council will prepare an operational budget using their allotted monies, which will be forwarded to the Student Government Association for Approval.
 - c. Upon approval, the extended campuses may spend their money as budgeted, sending all bills to the SGA treasurer in Richmond for payment.
 - i. Should the budget be denied, the council may revise and resubmit it for approval to the President, or appeal the decision of the President to the Student Senate.

Section B. Budget Execution

- I. The appropriate officer shall provide a monthly report on the appropriate budget to the appropriate body. The appropriate officers, budgets, and bodies are as follows: The SGA Operational Budget shall be administered by the SGA Treasurer for the Student Senate and Executive Cabinet and the Student Activities Council Budget shall be administered by the Vice President for Student Activities.. If a budget is not approved by the appropriate body, that body

shall approve expenditures individually.

- II. The SGA President and the Vice President for Student Activities can make single expenditures under \$500.00 or multiple expenditures totaling less than \$1,000 in a thirty day period without the approval of the appropriate assembly. The Executive Officers may spend no more than \$500 in a thirty day period during the summer months.
- III. The following Emergency Spending Procedure may be followed if the approval of the appropriate assembly cannot be secured due to recess or permanent adjournment for the year: An Emergency Expenditure shall be defined as an expenditure that if not made would seriously impede the operations of the branch or Association. Emergency Expenditures must be authorized and approved in writing by the SGA Financial Advisor, and made pursuant to SGA and University policy.
- IV. The appropriate officer will present a monthly spending plan to the appropriate body that details expected expenditures within the approved budget. This spending plan will not require approval.
- V. If the appropriate body is not satisfied with the informational monthly spending plan or has any concerns about expenditures being made, it can pursue one of three actions:
 - a. A resolution of censure expressing dismay with the execution of the budget; and or,
 - b. An act to freeze expenditures from the account, requiring all expenditures to be approved individually by the body; or,
 - c. Impeachment of the officer or officers responsible for the budgeting.
- VI. Annual budgeted allotments to the extended campuses from the SGA Operational Budget will be disbursed in the following manner:
 - a. Extended campuses will submit requests for funding to the SGA President and the SGA Financial Advisor for approval two weeks prior to the planned date of expense.
 - b. The SGA President must approve or deny a submitted request for funding within two (2) business days. If the request is denied then reasoning must be provided in writing to the extended campus council requesting the expenditure, in a timely manner.
 - c. Extended campus councils can appeal a denial of funds by the President to the Student Senate, who may overturn the President's decision with a 3/4 majority vote of quorum.

Chapter 9: Amendment

- Section A. When amending Chapters 1, 4, 5, 6, 7, and 9 of these bylaws, the following procedure shall be followed:
- I. Any amendment to Chapters 4, 5, 6, 7, 8, or 11 may proposed by any SGA branch or SAC in for consideration. A 2/3 majority vote of the members present and voting shall constitute approval of the body.
 - II. Upon approval of the branches and SAC, or an override of a presidential veto, the amendment shall be presented to the Advisory Board for its approval. The amendment shall take effect immediately upon approval of the Advisory Board.
 - III. If the Advisory Board rejects and amendment they shall provide the Senate with a written rationale of its decision and advice to reconcile the amendment and the Advisory Board's concerns.
- Section B. When amending Chapters 1 and 8 of these bylaws, the following procedure shall be followed:
- I. Any amendment to Chapters 1 or 8 may proposed by any Student Senator in Student Senate for consideration. A 2/3 majority vote of the members present and voting shall constitute approval of the Student Senate. The amendment shall then be presented to the President for his or her approval.
 - II. Upon approval of the President, or a Senate override of a presidential veto, the amendment shall be presented to the Advisory Board for its approval. The amendment shall take effect immediately upon approval of the Advisory Board.
 - III. If the Advisory Board rejects and amendment they shall provide the branches and SAC with a written rationale of its decision and advice to reconcile the amendment and the Advisory Board's concerns.
- Section C. When amending Chapter 2, excluding Chapter 2 Article II, of these bylaws, the following procedure shall be followed:
- I. Any amendment to Chapter 2, excluding Chapter 2 Article II, may proposed by any member of the Executive to the other members of the Executive Cabinet for consideration. A 2/3 majority vote of the members present and voting shall constitute approval of the Executive Cabinet. The amendment shall then be presented to the President for his or her approval.
 - II. Upon approval of the President, or an override of a presidential veto, the amendment shall be presented to the Advisory Board for its approval. The amendment shall take effect immediately upon approval of the Advisory Board.
 - III. If the Advisory Board rejects and amendment they shall provide the Executive Cabinet with a written rationale of its decision and advice to reconcile the amendment and the Advisory Board's concerns.

Section D. When amending Chapter 2 Article II of these bylaws, the following procedure shall be followed:

- I. Any amendment to Chapters 2 Article II may proposed by any member of SAC in Student Activities Council for consideration. A 2/3 majority vote of the members present and voting shall constitute approval of SAC. The amendment shall then be presented to the President for his or her approval.
- II. Upon approval of the President, or a SAC override of a presidential veto, the amendment shall be presented to the Advisory Board for its approval. The amendment shall take effect immediately upon approval of the Advisory Board.
- III. If the Advisory Board rejects and amendment they shall provide the SAC with a written rationale of its decision and advice to reconcile the amendment and the Advisory Board's concerns.

Section E. When amending Chapters 3 or 7 of these bylaws, the following procedure shall be followed:

- I. Any amendment to Chapters 3 or 7 may proposed by any Student Court Justice in Student Court for consideration. A 2/3 majority vote of the members present and voting shall constitute approval of the Student Court. The amendment shall then be presented to the President for his or her approval.
- II. Upon approval of the President, or a Court override of a presidential veto, the amendment shall be presented to the Advisory Board for its approval. The amendment shall take effect immediately upon approval of the Advisory Board.
- III. If the Advisory Board rejects and amendment they shall provide the Student Court with a written rationale of its decision and advice to reconcile the amendment and the Advisory Board's concerns.