



# AMERICAN UNIVERSITY STUDENT GOVERNMENT

## *The Bylaws*

### **ARTICLE I. THE PRESIDENT**

#### **Section 1. Duties, Powers, and Responsibilities of the President**

##### **Subsection i. Chief of advocacy**

The President shall be responsible for leading the Student Government's advocacy of student interests to American University. In this capacity, they shall also be the chief spokesperson of Student Government. The President shall take office on May 1 after their election.

##### **Subsection ii. Creation of positions**

The President shall be empowered to create any position they deem useful to the execution of their duties. Any appointments made by the President shall require approval by the Undergraduate Senate if they receive a stipend or control Student Government funds. These appointments shall expire on May 1<sup>st</sup> at midnight. The President-Elect, upon the certification of the election results, shall be able to appoint positions that require approval of the Senate before they take office. The appointments shall take effect once the appointer has taken office.

##### **Subsection iii. Appointment of positions to represent Student Government**

The President shall be empowered to appoint students to represent Student Government to fill any committees or other capacities before American University or any other outside group, except as provided by the governing documents.

##### **Subsection iv. Progress update**

At the third or fourth meeting of each Undergraduate Senate, the President shall deliver a report updating the body on all initiatives undertaken by Student Government.

#### **Section 2. The Center for Advocacy and Student Equity**

##### **Subsection i. Establishment**

There shall be a department organized under the President called the Center for Advocacy and Student Equity (CASE). The mission of CASE shall be to assist individual students through matters concerning the policies of American University. This assistance includes providing consultation and advice to students interacting with the various administrative offices of the University. CASE shall also advocate for student interests regarding the general development and implementation of University policy affecting individual students, including students' rights.

##### **Subsection ii. Director**

The head of CASE shall be a director appointed by the President and confirmed by the Undergraduate Senate.

#### **Section 3. The Director of Diversity, Equity, and Inclusion**

##### **Subsection i. Establishment**

There shall be a Director of Diversity, Equity, and Inclusion (DEI Director) under the President, appointed by the President and confirmed by the Undergraduate Senate.

Subsection ii. Responsibilities

The DEI Director shall be responsible for leading advocacy relating to diversity and inclusion, reporting to and subject to the supervision of the President. The Director of Diversity, Equity, and Inclusion shall report to the Undergraduate Senate on their activities at least once per semester.

**Section 4. The Community Service Coalition**

Subsection i. Establishment

There shall be a Community Service Coalition under the supervision of the President. The Community Service Coalition shall publicize and facilitate community service opportunities for American University students.

Subsection ii. Director

The head of the Community Service Coalition shall be a Director appointed by the President and confirmed by the Undergraduate Senate.

**ARTICLE II. THE VICE PRESIDENT**

**Section 1. Duties, Powers, and Responsibilities of the Vice President**

Subsection i. Chief of Programming

The Vice President shall be responsible for organizing all Student Government programming, which refers to the practice of hosting events for students' enjoyment. The Vice President shall also be responsible for coordinating and assisting with the activities of the Undergraduate Councils. The Vice President shall take office on May 1 after their election.

Subsection ii. Creation of Positions

The Vice President shall be empowered to create any position they deem useful to the execution of their duties. Any appointments made by the Vice President shall require approval by the Undergraduate Senate if they receive a stipend or control Student Government funds. These appointments shall expire on May 1<sup>st</sup> at midnight. The Vice President-Elect, upon the certification of the election results, shall be able to appoint positions that require approval of the Senate before they take office. The appointments shall take effect once the appointer has taken office.

**Section 2. The Student Union Board**

Subsection i. Establishment

There shall be a programming department under the Vice President called the Student Union Board (SUB), which shall be responsible for hosting entertainment events, such as musical concerts and comedy shows. The Student Union Board shall be governed primarily by the Programming Policy Book and secondly by the Student Union Board Policy Book.

Subsection ii. Director

The head of SUB shall be a Director appointed by the Vice President and confirmed by the Undergraduate Senate.

**Section 3. The Kennedy Political Union**

Subsection i. Establishment

There shall be a programming department under the Vice President called the Kennedy Political Union (KPU), which shall be responsible for hosting speakers, including politicians and other political figures. The Kennedy Political Union shall be governed primarily by the Programming Policy Book and secondly by the Kennedy Political Union Policy Book.

Subsection ii. Director

The head of KPU shall be a Director appointed by the Vice President and confirmed by the Undergraduate Senate.

#### **Section 4. Women's Initiative**

##### Subsection i. Establishment

There shall be a programming department under the Vice President called the Women's Initiative (WI), which shall be responsible for hosting programming events related to gender and sexuality. The Women's Initiative shall be governed primarily by the Programming Policy Book and secondly by the Women's Initiative Policy Book.

##### Subsection ii. Director

The head of WI shall be a Director appointed by the Vice President and confirmed by the Undergraduate Senate.

#### **Section 5. Founders Week**

##### Subsection i. Establishment

There shall be a programming department under the Vice President called Founders Week, which shall be responsible for hosting a week of community building events centered around the anniversary of the week of American University's founding. The Founders Week team shall be governed primarily by the Programming Policy Book and secondly by the Founders Week Policy Book.

##### Subsection ii. Director

The head of Founders Week shall be a Director appointed by the Vice President and confirmed by the Undergraduate Senate

### **ARTICLE III. THE COMPTROLLER**

#### **Section 1. Duties, Powers, and Responsibilities of the President**

##### Subsection i. Chief of finances

The Comptroller shall be responsible for administering the financial operations of Student Government, as regulated in the Finance Policy Book. The Comptroller shall also be the primary representative of Student Government regarding issues of University finances and may represent Student Government in any University body or position related to those finances. The Comptroller shall take office on May 1 after their election.

##### Subsection ii. Creation of positions

The Comptroller shall be empowered to create any position they deem useful to the execution of their duties. Any appointments made by the Comptroller shall require approval by the Undergraduate Senate if they receive a stipend or control Student Government funds. These appointments shall expire on May 1<sup>st</sup> at midnight. The Comptroller-Elect, upon the certification of the election results, shall be able to appoint positions that require approval of the Senate before they take office. The appointments shall take effect once the appointer has taken office.

##### Subsection iii. Record keeping

The Comptroller shall be responsible for maintaining records of all Student Government financial activity, which shall be itemized as much as possible. As much as allowed by contractual confidentiality requirements, the Comptroller shall maintain public records of Student Government spending on the Student Government website. These website records must be updated at least once per month.

## **ARTICLE IV. THE SECRETARY**

### **Section 1. Duties, Powers, and Responsibilities of the President**

#### **Subsection i. Chief of communications and operations**

The Secretary shall be responsible for administering the communications of Student Government, including the Student Government website and social media. The Secretary shall also be responsible for the daily operations of Student Government, including the reservation of any needed meeting spaces and maintenance of email capabilities. The Secretary shall take office on May 1 after their election. The Secretary may represent Student Government on any University body related to communications.

#### **Subsection ii. Creation of positions**

The Secretary shall be empowered to create any position they deem useful to the execution of their duties. Any appointments made by the Comptroller shall require approval by the Undergraduate Senate if they receive a stipend or control Student Government funds. These appointments shall expire on May 1<sup>st</sup> at midnight. The Secretary-Elect, upon the certification of the election results, shall be able to appoint positions that require approval of the Senate before they take office. The appointments shall take effect once the appointer has taken office.

#### **Subsection iii. Directory**

The Secretary shall maintain a directory of all members of Student Government, listing their positions and official contact information.

## **ARTICLE V. THE UNDERGRADUATE SENATE**

### **Section 1. Purpose**

#### **Subsection i. Generally**

The purpose of the Undergraduate Senate is composed of four responsibilities: creating the internal rules of Student Government, providing oversight of all Student Government activities, establishing the budget and stipends of Student Government, and pursuing its own advocacy initiatives.

### **Section 2. Composition**

#### **Subsection i. The Speaker**

The Speaker of the Undergraduate Senate shall be the presiding officer of that body. They shall be chosen by members of the Undergraduate Senate at the first meeting of each Senate term as provided in these Bylaws and any policy books.

#### **Subsection ii. The Speaker Pro-Tempore**

There shall be a Speaker Pro-Tempore, who shall be the vice chair of the Committee on Rules and Privileges. They shall be elected at the first meeting of the Committee on Rules and Privileges following the established election process used for committee chairs. The Speaker Pro-Tempore shall preside over meetings of the Undergraduate Senate when the Speaker is absent. The Speaker Pro-Tempore shall serve tangentially to the Speaker's Cabinet. When serving as Presiding Officer, the Speaker Pro-Tempore shall have all of the duties and responsibilities of the Speaker.

#### **Subsection iii. The Dean of the Senate**

There shall be a Dean of the Senate who shall preside over meetings of the Undergraduate Senate when both the Speaker and Speaker Pro-Tempore are absent. They shall be the most senior member of the Senate. In the event they are unable to serve then the next most-senior member of the Senate willing to serve as the presiding officer over the Senate shall instead fulfill the role. The Dean of the Senate shall serve tangentially to the Speaker's Cabinet. When

serving as Presiding Officer, the Dean shall have all of the duties and responsibilities of the Speaker excluding the power of nomination.

Subsection iv. The Senate Clerk

There shall be a Senate Clerk appointed by the Speaker and confirmed by the Senate in the established process. They shall be responsible for recording the minutes for each Senate meeting and for assisting the Speaker, if needed, in the formatting and administration of Senate legislation and the agenda. The Clerk may appoint any support staff they deem necessary to assist in their duties. Whenever possible, the Clerk, or their support staff, should attend Senate committee meetings in order to take minutes for the Committee Chair.

Subsection v. The Senate Historian

There shall be a Senate Historian appointed by the Speaker and confirmed by the Senate in the established process. They shall be responsible for keeping a printed *and* virtual record of all Senate documents including, but not limited to, agendas, minutes, legislative orders, and legislation. They shall be responsible for keeping the governing documents up to date and notifying the Secretary and Speaker of the updated copies within a timely manner. If needed, they shall also assist the Clerk in any of their duties that they may need support with. The Historian may appoint any support staff they deem necessary to assist in their duties.

Subsection vi. The Speaker's Cabinet

The Speaker shall be empowered to create any position they deem useful to the execution of their duties. The Speaker Pro-Tempore, Dean, Clerk, and Historian shall not be considered part of the Speaker's Cabinet but shall instead serve tangentially. Any appointments to the Speaker's Cabinet shall require approval by the Undergraduate Senate if they receive a stipend or control Student Government funds. The Senate shall be notified of all non-stipend holding Speaker's Cabinet appointments through the issuance of legislative orders which shall be sent in the form of an electronic message and shall be announced at the next senate meeting.

### **Section 3. Committees**

Subsection i. Types of Committees

There shall be three types of Committees: standing committees, special committees, and ad-hoc committees. Standing committees shall have membership and purposes as provided in these Bylaws. Ad-hoc committees shall have membership and responsibilities as determined by the Speaker.

Subsection ii. Committee leadership

Each committee shall have a chair and a vice chair, responsible for organizing the committee's activities. The chairs of standing and special committees shall be elected at the second meeting of every Undergraduate Senate from among all Senators. The chairs of ad-hoc committees shall be elected by the membership of that committee at its first meeting. Committee vice chairs shall be elected by the membership of that committee at its first meeting.

Subsection iii. Membership on Standing Committees

Each member of the Undergraduate Senate shall be a member of only one standing committee. The specific membership of each standing committee shall be determined by the Speaker at the beginning of each term.

Subsection iv. The Committee on Campus and Student Life

The Committee on Campus and Student Life shall be a standing committee with jurisdiction over any initiative pertaining to advocacy regarding the everyday life of the students of

American University including, but not limited to, student spaces, on-campus housing, dining policy, the Residence Hall Association, campus safety, fraternity and sorority matters, accessibility issues on and around campus, student organizations, and transportation policies. The Student Government President and Residence Hall Association President shall be granted non-voting, ex-officio member privileges in this committee. The Chair of this Committee shall designate a member of the Committee to be a liaison to the American University Faculty Senate.

#### Subsection v. The Committee on Student Rights and Services

The Committee on Student Rights and Services shall be a standing committee jurisdiction over any initiative pertaining to advocacy regarding the services and rights the American University administration provides the students of American University including, but not limited to, American University policies and regulations, all academic affairs, policies, and offices. The Student Government President and Director of the Center for Advocacy and Student Equity shall be granted non-voting, ex-officio member privileges in this committee.

#### Subsection vi. The Committee on Accessibility, Transparency, and Accountability

The Committee on Accessibility, Transparency, and Accountability shall have jurisdiction over any initiative pertaining to making Student Government accessible to students, organization-wide transparency, and oversight of Student Government departments. The Committee on Accessibility, Transparency, and Accountability will be a tool to assist the Senate in pursuing its commitment to upholding the highest standards of accessibility, transparency, and accountability throughout Student Government. The President, Vice President, Comptroller, and Secretary shall be granted non-voting, ex-officio member privileges in this committee.

#### Subsection vii. The Committee on Rules and Privileges

The Committee on Rules and Privileges be a special committee shall handle business that arises relating to the composition of the Senate and its rules and duties. This includes voting upon nominations to fill vacant positions, reviewing decisions of the Speaker and Parliamentarian in the first instance, and other matters that deal with the responsibilities and rights of members of the Senate. The Committee on Rules and Privileges shall be composed of the chairs and vice chairs of all standing and special committees. The chair of the Committee on Rules and Privileges shall be the Speaker.

#### Subsection viii. The Committee on Finance

The Committee on Finance shall be a special committee charged with creating the budget and stipends of Student Government and overseeing the administration of the budget. The Committee shall have seven members, including a chair, all of whom shall be elected by the Senate from its membership at the second meeting of each Senate, and as necessary to fill vacancies. The Committee on Finance shall also have jurisdiction over any initiatives pertaining to University finances. The Committee on Finance shall have authority to review any and all finance accounts of the Student Government. All members of the Committee on Finance and the Speaker of the Undergraduate Senate shall be required to sign confidentiality agreements as established by the office of the Comptroller. The Comptroller, Vice President, and every director in the Vice President's cabinet shall be granted ex-officio, non-voting member privileges on the Finance Committee. Senators serving in the Special Committee on Finance may not hold any positions at all, elected or appointed in programming boards, class and school councils, organizations or cabinets of the Executive Branch.

#### Subsection ix. The Committee on Inclusion, Diversity, Equity, and Accessibility

The Committee on Inclusion, Diversity, Equity, and Accessibility shall be a special committee with jurisdiction over any initiative related to advocacy on inclusion, diversity, equity, and

accessibility. Any member of the Undergraduate Senate may choose to join this committee. They shall be granted non-voting, ex-officio member privileges in this committee. The President and Director of Diversity, Equity, and Inclusion shall be granted non-voting, ex-officio member privileges in this committee

#### Subsection x. Ad-Hoc Committees

Ad-hoc committees are committees that may be established and dissolved by the Speaker with a specific purpose or focus. Ad-hoc committees may be used for organizing projects or studying issues but shall not have the legislative authorities of other committees. Membership on ad-hoc committees shall be regulated by the Speaker.

### **Section 4. Meetings**

#### Subsection i. Organization by the Speaker

The Speaker shall call regular meetings of the Undergraduate Senate as they deem necessary. The Undergraduate Senate should meet at least once per week except as would interfere with breaks in the academic calendar. The Speaker shall work with the Secretary to ensure that the time, place, and agenda of each meeting are publicized on social media.

#### Subsection ii. Quorum

The Undergraduate Senate shall require quorum for the consideration of any business. Quorum shall constitute in the presence of the least whole number of Senators that is greater than half the number of Senators in total. Members may send voting proxies to represent them at meetings, and the presence of proxies can satisfy quorum. The quorum requirement shall also apply to committee meetings.

#### Subsection iii. Proxy qualifications

Senators who are unable to attend a full Undergraduate Senate meeting or a Senate committee meeting and wish to send a proxy must notify the presiding officer prior to the start of the meeting that they will not be in attendance and inform them as to who will be proxying for them. Proxies must be American University undergraduate students but shall exclude all members of the executive branch who receive stipend. Senators should instruct their proxy as to how to vote and what to say on various issues coming before the body. Proxies must follow any voting or speaking instructions should they be provided. Failure to do so can result in their expulsion from the meeting and shall be barred from serving as a proxy in future meetings in that legislative term. These qualifications shall apply to all proxies in meetings of the full Senate as well as in committee meetings.

#### Subsection iv. Special meetings

Special meetings of the Senate may be called by the Speaker or by a petition of a third of the Senate at any time provided forty-eight hours notice. The Speaker and the President, through Joint Order, may call for an emergency meeting provided four hours notice. During special meetings no other business may be conducted outside of the meeting's purpose.

#### Subsection v. Speaking rights

Speaking rights at Undergraduate Senate meetings shall extend to all members of the Undergraduate Senate, the four Executives, all Directors, members of the Judicial Board, the Elections Commissioner, the Parliamentarian, Executives-elect, the Student Trustee, and the President of the Residence Hall Association. Speaking rights may be granted to other people by the Senate with a majority vote.

#### Subsection vi. Further meeting regulations

Further regulation of Senate meetings and debate shall be provided by the Rules of Debate and Decorum and the Standard Code of Parliamentary Procedure.

### Subsection vii. Remote Meetings

Meetings of the Undergraduate Senate shall take place remotely if so is agreed by the Parliamentarian and the Office of the Speaker. The Speaker must send a letter to the Undergraduate Senate justifying why the meeting is being called. If agreed to proceed in this manner, no state of exception is needed to be declared, established, or agreed upon if so is considered unfitting or detrimental to the functioning of the Student Government as a body by the office of the Speaker. The Undergraduate Senate must continue to adhere to the bylaws and constitution during these meetings. Meetings shall thus be allowed to be held electronically, through videoconference or in any given form decided by the Office of the Speaker. The meetings must be recorded and published on social media within 48 hours. All members composing the Undergraduate Senate must include their pronouns in their display name during all remote Senate meetings and should be instructed as such during new member orientation. Failure to do so will result in an unexcused absence from that meeting which cannot be made up through a proxy. Students serving as a proxy for a Senator must also have their pronouns in their display name or they shall not count to mark the Senator they are proxying for as present. If any member is uncomfortable sharing their pronouns, they may receive an exemption from the aforementioned pronoun requirement from the Speaker of the Undergraduate Senate. When seeking an exemption, it is not necessary for any aspects of one's gender identity to be shared with the Speaker.

## **Section 5. Legislation**

### Subsection i. Generally

The Senate may consider legislation and other items of business in the manner provided by the Rules of Debate and Decorum. The types of legislation the Senate may consider are resolutions, bills, directives, referenda, and policy books.

### Subsection ii. Bills

A bill is a binding piece of legislation that can, create or dissolve departments within the Executive Branch, amend the Bylaws, amend a Policy Book, set organization-wide binding policy on advocacy issues, create the budget or otherwise establish and change the rules of the Student Government. Bills are subject to presidential veto and passed by a majority vote. Bills shall only be binding for the term of the Undergraduate Senate in which they were passed, except for bills affecting the budget and stipends of Student Government or those amending the governing documents.

### Subsection iii. Resolutions

A resolution is a piece of legislation that expresses the official sentiment or statement of the Undergraduate Senate. Resolutions are not subject to presidential veto and passed by a majority vote.

### Subsection iv. Directives

A directive is a binding piece of legislation that can appropriate funds, direct individual officers of the Student Government to specific actions, and compel executive reports. A directive is passed with a two-thirds vote. It is subject to executive veto. Should a directive be passed, the Speaker shall be responsible for recording and conveying it to the executives in question as well as any of their relevant superiors.

### Subsection v. Referenda

A referendum is a question to be voted on by the student body in a Student Government election. Referenda are regulated according to the Elections Policy Book. They are not subject to presidential veto.



#### Subsection vi. Policy books

A policy book is a document governing a specific aspect of Student Government, as described in these Bylaws.

#### Subsection vii. Veto

Any legislation passed by the Senate that is subject to Presidential veto shall be transmitted by the presiding officer, or their designee, to the president within two days of its passage for the President's signature. If the President does not sign or veto it within seven days, it shall be considered ratified, with the same force as if they had signed it. The Undergraduate Senate may override a presidential veto by a two-thirds vote.

### **Section 6. Attendance**

#### Subsection i. Attendance requirements

All members of the Undergraduate Senate shall be required to attend all meetings of the full Senate and all committees they sit on. If any member of the Undergraduate Senate is absent from three such meetings without sending a proxy or getting absences waived by the Speaker or committee chair respectively, they shall be suspended. If any member fails to complete their office hours in a week, that shall count as one absence toward suspension.

#### Subsection ii. Suspension

If a member of the Undergraduate Senate accumulates enough absences to be suspended, they shall lose their right to vote in the Senate and shall not count for the purposes of quorum. A suspended member may appear at the next meeting of the Committee on Rules and Privileges and the full Undergraduate Senate to appeal their suspension. If the Committee and the full Senate vote to reverse that member's suspension, then the member shall be re-enrolled in the Senate. If the member does not appeal or does not have their suspension reversed, they are expelled from the Senate.

#### Subsection iii. Attendance waiver

The Speaker may waive absences from Senate meetings or office hours from the attendance requirement if they believe the reason provided by the member to be a legitimate excuse for the absence. A committee chair may do the same in the case of a committee absence.

### **Section 7. New Senator orientation**

#### Subsection i. Establishment

After the election of Senators in the fall and before the beginning of the new Senate term, the outgoing Speaker shall organize an informational orientation for new members explaining how Student Government works and the role of the Undergraduate Senate in particular.

### **Section 8. First meeting and Speaker elections**

#### Subsection i. First Senate meeting agenda

The agenda for the first meeting of any Undergraduate Senate shall be as follows: I. Call to Order, II. Roll Call of the New Senators, III. Public Comment, IV. Report from the President, V. Election of a Speaker, VI. Remarks of the Speaker, VII. Good of the Order, VIII. Adjournment.

#### Subsection ii. President as chair

The chair of this meeting shall be the President. Should the President decline or be unable to preside over the first meeting, they may designate an alternative in the following order: (1) Chair of the Judicial Board, (2) Vice-President, (3) Secretary, (4) Comptroller or (5) any outgoing member of the Undergraduate Senate who relinquishes their right to stand for election as Speaker.

### Subsection iii. Eligibility to be Speaker

Any undergraduate student not on academic or disciplinary probation shall be eligible for nomination to be Speaker.

### Subsection iv. Debate

Following nominations, the Senate shall move into debate. Each candidate, in order of their nomination, shall deliver a candidate speech not to exceed seven minutes. Immediately following each speech, there shall be a questioning period of ten minutes per candidate. The Senate may extend this questioning period by five-minute increments. Following the period of questioning, debate on the nominees shall be in order. Any person with speaking rights shall be entitled to speak during this debate for a time not to exceed three minutes. No person shall speak more than four times.

### Subsection v. Voting

Upon the close of debate, the presiding officer shall put the nominees before the Senate for a vote that shall occur by secret ballot. Ballots shall be collected by the presiding officer. A candidate shall require a majority of voting Senators. Should no candidate receive a majority of votes in the first round of voting, the candidate with the lowest number of votes shall be eliminated, and a runoff shall occur. This runoff process shall continue until a majority is reached.

### Subsection vi. Continuity of Commissions and Committees

The Speaker of the previous Senate shall provide a list of Commissions and ad-hoc committees active during their term of office. The Senate shall then, by a simple majority vote, determine whether each commission and ad-hoc committees shall be renewed in the current Senate. Membership of renewed Commissions shall be determined by the Speaker by Legislative Order.

## **Section 9. Powers of the Speaker**

### Subsection i. Legislative Orders

The Speaker shall issue legislative orders to announce their clerical policies, the assignment of legislation to a committee, the construction of and appointment to ad-hoc committees and commissions, the assignment of Senators to committees, and the appointment of individuals to the Speaker's Cabinet who do not receive a stipend. They may also issue legislative orders about any other matter they deem fit. Legislative orders shall be sent out to the Senate through email and announced at the following Senate meeting.

### Subsection ii. Committee Referral

The Speaker shall, when necessary, refer items of consideration to the appropriate committees after first reading through the issuance of a legislative order.

### Subsection iii. Agenda

The agenda of Senate meetings shall be determined by the Speaker or as provided by the Rules of Debate and Decorum. The Agenda shall be made available to the entirety of the Student Government and the public *at least* twenty-four (24) hours prior to the start of the meeting.

### Subsection iv. Organizing Reports to the Senate

The Speaker shall provide advance notice to all AUSG Executives, Programming Board Directors, Undergraduate Council executives, Judicial Board members, and any other AUSG officials as to when they are required to provide a report to the Senate.

### Subsection v. Impartiality

The Speaker shall act with impartiality in all matters coming before the Senate, except when able to cast a vote in the case of a tie from the Senate or Committee on Rules and Privileges.

The Speaker shall be obligated to speak on behalf of all legislation after its passage and convey it to the relevant departments and organs of Student Government.

## **Section 10 - Impartiality**

### Subsection i. Judicial Impartiality

To ensure all members of the Senate are unbiased and impartial in their decisions, no Senator may hold a position in the Judicial Branch while serving as a Senator.

### Subsection ii. Executive Impartiality

To ensure all members of the Senate are unbiased and impartial in their decisions, no Senator may hold a position, elected or appointed, in the Executive Branch that receives a stipend or controls Student Government funds while serving as a Senator.

## **Section 11 - Diversity, Equity, and Inclusion**

### Subsection i. The Current Responsibilities of the Idea Committee, per the AUSG Bylaws and Constitution

As stated in the AUSG Bylaws, Section 3, subsection 9. "The Committee on Diversity, Equity, and Inclusion shall be a special committee with jurisdiction over any initiative related to advocacy on diversity, equity, and inclusion. Any member of the Undergraduate Senate may choose to join this committee. They shall be granted non-voting, ex-officio member privileges in this committee. The President and Director of Diversity, Equity, and Inclusion shall be granted non-voting, ex-officio member privileges in this committee."

### Subsection ii. DEI Training

All Senators must complete diversity, equity, and inclusion training at least once each term. The training shall be approved by the Special Committee on Diversity, Equity, and Inclusion, or another committee at the discretion of the Speaker if the Special Committee on DEI is non-sitting. The training shall be conducted by the Center for Diversity and Inclusion. Another organization can conduct the training if the Special Committee on DEI and the full Senate feel it necessary. Failure of a Senator to participate in the approved DEI training by their sixth meeting shall result in suspension. Failure of an AUSG member to participate in the approved DEI training within 30 days of being elected, installed, or appointed shall result in suspension. Reinstatement shall follow the previously defined procedures. AUSG executive board members, programming board directors, Senators, and anyone else who is in an elected or appointed role must provide proof to the Clerk of the Undergraduate Senate or designee once training is completed.

### Subsection iii. IDEA Assessment Overview

The IDEA Committee is responsible for ensuring that all branches of student government are inclusive, diverse, equitable, and accessible. An IDEA Bi-Semesterly check-in with programming boards would allow for this to occur on a consistent basis, rather than a reactionary basis. If a programming board does not meet the criteria of the IDEA Assessment, the IDEA Committee will work with that specific programming board to improve. If a programming board chooses to not work with the IDEA committee, that board will be subject to investigation.

### Subsection iv. Details of the Bi-Semesterly IDEA Assessment for AUSG Programming Boards

- A. Bi-semesterly check-in with the American University IDEA Committee occurring at the time of the assessment. Mandatory IDEA training conducted by DEI Director of the Respective Programming Board. If that programming board does not currently have a DEI Director, then the IDEA Chair for the Senate will conduct the training for them.
- B. Most organizations on campus already require this. Programming boards should as well.
- C. DEI Directors must notify the IDEA committee of when they have scheduled their DEI training, set five IDEA-related goals for the respective programming board, have their DEI Director share their DEI report by the end of the semester with the IDEA Committee, an assessment of inclusivity within the work environment of the respective programming board, an assessment of students of color, LGBTQ+, disabled, and all marginalized groups to assess if they feel represented and respected through the respective

programming boards, addressing any other concerns with discretion (this may include meetings with leadership). Anyone conducting the IDEA Assessment will need a non-disclosure agreement, this may include launching an investigation - discretion will also be used here.

## **ARTICLE VI. THE JUDICIAL BOARD**

### **Section 1. Membership**

#### **Subsection i. Generally**

The Judicial Board shall be composed of five members including a chair. Two members shall be appointed by the President, and two members shall be appointed by the Speaker of the Undergraduate Senate. The Chair shall be appointed jointly by the President and the Speaker. All five members require approval by the Undergraduate Senate.

#### **Subsection ii. Terms**

There shall be two Judicial Board terms set based on American University's Fall and Spring Semesters. The Summer Semester shall be considered a part of the Spring term. Members of the judicial board shall serve for the term in which they are nominated and confirmed.

#### **Subsection iii. Reinstatement**

After a member's initial term, they may appear before the Undergraduate Senate requesting that the Senate reinstate their membership on the Board for an additional term. Members must seek reinstatement during the term which they are seeking to be reinstated for, and must do so by the third regularly scheduled Senate meeting of that term. Failure to seek reinstatement within that timeline results in the seat being vacated which can then be filled in the appropriate means. The seat shall not be considered vacant until after those three meetings have passed. Members may serve no more than four terms. If the Senate declines to reinstate a member after they appear, then a new member shall be appointed to that position by the appropriate officials and confirmed by the Senate.

#### **Subsection iv. The Office of the Inspector**

There shall be an Inspector appointed by the Chair of the Judicial Board and confirmed by the Undergraduate Senate. The Inspector shall collect information for the determination of facts in inquiries before the Board and perform other functions as provided in the Judicial Register. The Inspector shall be empowered to form a team to assist in their duties

### **Section 2. Powers and Responsibilities**

#### **Subsection i. Generally**

The Judicial Board shall provide authoritative answers on questions regarding the governing documents and rules of Student Government.

#### **Subsection ii. Restriction**

Any sanctions made by the Judicial Board may be overturned by the Undergraduate Senate upon the adoption of a resolution to do so with a two-thirds vote. The Judicial Board may not permanently remove anyone in Student Government from their position.

#### **Subsection iii. The Undergraduate Senate**

A representative of the Judicial Board shall appear before the Undergraduate Senate to provide updates as to the board's current happenings. This shall happen at least once per month during the following months: January through April and September through November.

#### **Subsection iv. Acting Parliamentarian**

The chair of the judicial board shall serve as acting Parliamentarian if the Parliamentarian is unable to attend a Senate meeting or if the position is vacant. If the Chair of the Judicial

Board cannot serve in that role, they may choose an associate member of the board to instead serve in that capacity.

Subsection v. The Judicial Register

The specific rules and practices of the judicial board shall be outlined in the Judicial Register.

**ARTICLE VII. ELECTIONS**

**Section 1. The Elections Commission**

Subsection i. Establishment

There shall be an Elections Commission that shall act as an independent commission led by a commissioner. The Elections Commission shall be responsible for administering all elections as well as perpetually creating and reviewing elections policy.

Subsection ii. Composition

The Elections Commission shall be led by a Commissioner. The Elections Commission shall contain a Policy Board as provided in these Bylaws. The Commissioner shall be empowered to create any positions within the Elections Commission outside of the Policy Board they deem necessary for the administration of elections. Members are to serve a purely administrative role and serve at the pleasure of the Commissioner. Members of the Policy Board and members of the Commission as a whole may not be involved in any campaigning during their term with the Elections Commission.

Subsection iii. The Elections Commissioner

The Elections Commissioner is the head of the Elections Commission, serves as the Chair of the Policy Board, and will act as the chief administrator of AUSG elections. The Commissioner is jointly appointed by the President and the Speaker of the Undergraduate Senate, and confirmed by the Undergraduate Senate, by the end of the Spring semester preceding their term. The Commissioner will have a term of one academic year starting the fall semester following their confirmation.

Subsection iv. Vacancy of the Elections Commissioner

In the event that the seat of the Elections Commissioner becomes vacant, the Vice-Chair of the Elections Commission Policy Board shall serve as Acting Commissioner until the appointment of a new Commissioner.

Subsection v. Policy Board composition

The Elections Commission Policy Board will be composed of five members, two appointed by the Speaker, two appointed by the President, and the Elections Commissioner, which shall serve as the chair of the Committee. All appointees must be confirmed by the Undergraduate Senate. Members do not necessarily need to hold a position within Student Government. Applications for positions shall be posted immediately following the creation of a vacancy. Members other than the chair will serve indefinitely; when a vacancy is created, the appropriate appointing officer shall work diligently to fill the position. All persons in and outside of the organization who are running for a position or are part of a campaign may not hold a seat on the Elections Commission Policy Board. In the event that a current member of the Committee elects to run for a Student Government position or participate as campaign staff, such members shall be required to resign their seat and subsequent procedures will be followed to fill the vacant seats

Subsection vi. Policy Board responsibilities

The Elections Commission Policy Board is entrusted with improving institutional memory with elections policies and procedures. The Committee, in taking under advisement the reports of the Elections Commission and Office of the Inspector, are responsible for reviewing

the Elections Policy Book, considering recent Judicial opinions, and ensuring the successful transition to a new Elections Commissioner upon vacancy. The Committee may offer additional rules or clarifications after the start of an elections cycle as long as they do not contradict any of the governing documents, including the policy book. No policy changes may be enforced ex post facto, but will take effect pursuant to the Standing Election Policy passed by the Elections Commission Policy Board. Moreover, the Policy Board may create Official Policy Interpretations, which shall be created only once a formal request has been made by a member of the American University community. The Committee will also be responsible for recommending election certification to the Undergraduate Senate after receiving the official recommendation of the Elections Commissioner and Inspector.

## **Section 2. Standards for elections**

### **Subsection i. Occurrence**

Elections shall be held at least twice yearly. Fall elections shall choose all Undergraduate Council executive boards, all members of the Senate, and may contain referenda approved by appropriate means. Spring elections shall consist of any Undergraduate Council executive board vacancies, all elected Executive positions, and referenda approved by appropriate means. Special elections may occur as provided by the Senate or a state of exception. For the election of Senators and all school and class council seats, those elected shall be the candidate(s) obtaining the plurality of the popular vote amongst their electorate. For the Election of elective Executive Board those elected shall be the candidate(s) obtaining the most votes following a ranked choice voting procedure. The ranked choice voting procedure is as follows: Ballots shall list candidates for an office and be ranked by the voter in order of preference. If a candidate wins a majority of first-preference votes, they are declared the winner. If no candidate wins a majority of first-preference votes, all but the two candidates with the most first-preference votes are eliminated. First-preference votes cast for the failed candidate(s) are eliminated, lifting the second-preference choices indicated on those ballots. A new tally is conducted to determine which candidate has won a majority of the adjusted votes.

### **Subsection ii. Special elections**

In accordance with the Constitution, the Commission will hold within thirty academic days a special election to fill vacancies in either the Presidency or Vice Presidency. In extenuating circumstances, the time period can be extended through a Joint Order issued through the Executive Board and the Speaker. This extension may not exceed thirty additional academic days. An extension may not be further extended.

### **Subsection iii. Qualifications to run**

Candidates for elected Executive positions must have a minimum of forty-five academic credits to stand and must be in a degree-granting program at the time of the election. Candidates for Student Government Vice President must have either one year of experience in one of the four Student Government programming boards (KPU, SUB, WI, and Founders Day) or equivalent programming experience as certified by the office of Student Activities in another student organization. Candidates for class council positions, or for Undergraduate Senate positions representing a particular class, must be a member of that class using the following standards: The Senior Class shall be those graduating in the current academic year. The Junior Class shall be those graduating in the next academic year. The Sophomore class shall be those graduating in two academic years. The Freshman Class shall be those graduating in three academic years. All members of the Undergraduate Senate must be considered part of their respective class at the beginning of their term.

Should a student feel these categories do not reflect their academic standing and affiliation, they may file a petition with the authority governing elections to run in the class they feel reflects their standing and affiliation. Candidates for school council positions, or for Undergraduate Senate positions representing a particular school, must be in a degree-granting program within that school. Candidates for the Senate in an at-large capacity may possess any number of credits and may be from any school or program at American University. Members of the Judicial Board, Members of the Elections Commission, Members of the Office of the Inspector, and the Speaker of the Undergraduate Senate may not run for elected office while holding their incumbent positions. Paid executives who decide to run may not engage in duties of their office that pertain to their election.

#### Subsection iv. Qualifications to vote

Any undergraduate student enrolled in a school or program at American University shall be eligible to vote for elected Executive positions and Undergraduate Senate at-large representatives. Any student who possesses a number of credits placing them into a particular class by virtue of university academic criteria shall be eligible to vote for that particular class council and Undergraduate Senate class representatives. Any undergraduate student who is enrolled in a degree-granting program in a particular school shall be eligible to vote for that particular school council and Undergraduate Senate school representatives

### **Section 3. Elections violations**

#### Subsection i. Submission of violations

All inquiries and suspected violations will be submitted to the Office of the Inspector for review. The Inspector must respond within twenty-four hours. Administrative questions or procedure may be clarified by the Elections Commission

#### Subsection ii. Proceedings

Upon receipt of a violation, the Chair of the Judicial Board determines whether mediation or formal charges will remedy a situation. Mediation is the primary means of correction violations issues. Concerns of election ethics, interpretation of policy, and appeals of mediation results will require a hearing, as they cannot be remedied by mediation. The Chair may designate a mediator from the membership of the Judicial Board, including themselves. For the purpose of Elections, and superseding all other provisions in the Bylaws, the Judicial Board may impose temporary administrative sanctions on campaigns before a hearing so long as the sanction is narrowly tailored to preventing the complained of action from continuing, subject to review of the full Board. The Judicial Board cannot suspend elections in any form during this process, thus requiring a timely response to election inquiries.

#### Subsection iii. Suspension and decertification

It is not within the purview of the Judicial Board to determine the 'fairness' of an election. Thus, appeals cannot suspend or decertify elections. Such appeals of election 'fairness' should be issued to the Special Meeting of the Undergraduate Senate for the purpose of elections certification.

### **Section 4. Certification**

#### Subsection i. Certification procedure

The Elections Commissioner shall call a special meeting of the Elections Commission Policy Board within five hours after the close of polls. It is at this time that the Commissioner shall report to the Policy Board, reviewing how the elections were handled and if any practices occurred that could warrant decertification. At this time, these members do not receive the results. The Policy Board shall then vote to certify that the election was conducted in a manner free and fair. The Policy Board may only decertify elections in instances of voter

disenfranchisement or abject corruption. The Policy Board shall vote on each race individually. Within three hours, a special meeting of the Undergraduate Senate will be held to review the decision of the Elections Commission Policy Board.

Subsection ii. Special Senate meeting

At the special meeting of the Undergraduate Senate, the Elections Commissioner will present the certification recommendations from the Elections Commission Policy Board to the Senate for each individual race. Following the announcement of the certification for each race, the Speaker of the Undergraduate Senate will entertain any motions to reconsider the decision of the Policy Board for each individual race. If a motion to reconsider is approved by a simple majority, then a period of debate on the individual race that is being considered shall begin. A two-thirds majority vote is required to overturn the decision of the Policy Board for any individual race; if a two-thirds majority is not met, then the ruling of the Policy Board on the individual race will stand. If there are no motions, the Speaker announces the race is certified, and the Elections Commissioner will move on to the next race until all certifications have been announced

Subsection iii. Re-administration

A decertified election shall be re-administered by the Elections Commission as soon as possible, and within reasonable time. No further period of campaigning is necessary

## **ARTICLE VIII. POLICY BOOKS**

### **Section 1. Establishment**

Subsection i. Description

There shall be several policy books enacted as enforceable extensions of these Bylaws, subordinate to these Bylaws. The policy books shall provide for the specific details and manners by which the various operations of Student Government are conducted. All members of Student Government shall be required to adhere to the regulations provided by policy books on matters over which they have jurisdiction.

Subsection ii. Creation

A policy book may be created to govern any aspect of Student Government, provided that no other policy book also manages that same aspect. Policy books shall be created when they are adopted by the Undergraduate Senate and listed in these Bylaws.

Subsection iii. Maintenance

Each policy book shall be assigned to a specific official in Student Government who shall be responsible for maintaining it. These maintaining position should be held by the official who is responsible for the aspect of Student Government managed by that policy book.

Subsection iv. Amendment process

Policy book amendments shall have two readings before the Undergraduate Senate.

Subsection v. Requirements for new policy books

Any newly created policy book must be assigned a maintaining official. The extent of a new policy book's jurisdiction must be specified in these Bylaws. Each policy book must be assigned to a specific Senate committee that will consider any proposed amendments for first reading.

### **Section 2. Currently existing policy books**

Subsection i. The Elections Policy Book

There shall be an Elections Policy Book maintained by the Elections Commissioner. The Elections Policy Book shall govern Student Government elections. In addition to the Elections Commissioner as its maintaining official, any member of the Undergraduate Senate may also



initiate amendments to the Elections Policy Book. Amendments to the Elections Policy Book shall be considered by the Committee on Rules and Privileges for first reading.

Subsection ii. The Judicial Register

There shall be a policy book called the Judicial Register maintained by the Chair of the Judicial Board. The Judicial Register shall govern the actions of the Judicial Board. Amendments to the Judicial Register shall be considered by the Committee on Rules and Privileges for first reading.

Subsection iii. The Ethical and Judicial Standards

There shall be a policy book called the Ethical and Judicial Standards maintained by the Comptroller. The Ethical and Judicial Standards shall govern the ethical responsibilities and boundaries entailed by participation in Student Government. Amendments to the Ethical and Judicial Standards shall be considered by the Committee on Accessibility, Transparency, and Accountability for first reading.

Subsection iv. The Rules of Debate and Decorum

There shall be a policy book called the Rules of Debate and Decorum maintained by the Undergraduate Senate Committee on Rules and Privileges. The Rules of Debate and Decorum shall govern the parliamentary procedure of the Undergraduate Senate. Any procedure not provided for in the Rules of Debate and Decorum shall be governed by the Standard Code of Parliamentary Procedure, but the Rules of Debate and Decorum shall be supreme in the case of any contradictions.

Subsection v. The Finance Policy Book

There shall be a Finance Policy Book maintained by the Comptroller. The Finance Policy Book shall govern the financial activities and administration of Student Government, including how funding requests are processed and how financial records are to be kept. However, this policy book shall not govern the process of creating the annual budget before it is adopted, which is the jurisdiction of the Budget Policy Book. Amendments to the Finance Policy Book shall be considered by the Committee on Finance for first reading.

Subsection vi. The Budget Policy Book

There shall be a Budget Policy Book maintained by the Chair of the Undergraduate Senate Finance Committee. The Budget Policy Book shall govern the process for creating the annual Student Government budget and stipends, such as the process for accepting budget proposals and Student Government conduct on the Budget Advisory Committee. However, this policy book shall not govern the administration of Student Government funds after the budget is adopted, which is the jurisdiction of the Finance Policy Book. Amendments to the Budget Policy Book shall be considered by the Committee on Finance for first reading.

Subsection vii. The Programming Policy Book

There shall be a Programming Policy Book maintained by the Vice President. The Programming Policy Book shall govern the activities of the Kennedy Political Union, the Student Union Board, the Women's Initiative, the Founders department, and any other programming boards within Student Government. Amendments to the Programming Policy Book shall be considered by the Special Committee on Finance for first reading. The aforementioned programming boards within Student Government shall be empowered to create their own policy books to govern their board specifically but may not contradict the overall Programming Policy Book. Each board's policy book shall be maintained by the respective director. Amendments to the Programming Policy Book shall be considered by the Special Committee on Finance for first reading.

Subsection viii. The Communications Policy Book

There shall be a Communications Policy Book maintained by the Secretary. The Communications Policy Book shall govern all communications, outreach, and media activities of Student Government. Amendments to the Communications Policy Book shall be considered by the Committee on Accessibility, Transparency, and Accountability for first reading.

Subsection ix. The Presidential Policy Book

There shall be a Presidential Policy Book maintained by the President. The Presidential Policy Book shall govern the advocacy and other duties of the President. Amendments to the Presidential Policy Book shall be considered by the Committee on Accessibility, Transparency, and Accountability for first reading.

Subsection x. The CASE Policy Book

There shall be a policy book called the CASE Policy Book governing the structure and activities of the Center for Advocacy and Student Equity. The CASE Policy Book shall be maintained both by the CASE Director and the President, but the President may override any action taken by the CASE Director in maintaining this policy book. Amendments to the CASE Policy Book shall be considered by the Committee on Student Rights and Services for first reading.

Subsection xi. The Undergraduate Council Policy Books

Each Undergraduate Council shall have a policy book, named for the same Undergraduate Council, governing its structure and activities. Each book shall be maintained by the respective Undergraduate Council President. Amendments to Undergraduate Council Policy Books shall be considered by the Committee on Rules and Privileges for first reading.

**Section 3. Jurisdiction**

Subsection i. Limitation of Jurisdiction

Policy books may internally limit their respective jurisdictions to be more narrow than provided by the Bylaws, but they may not expand their own jurisdiction to be broader than provided by the Bylaws.

Subsection ii. Overlapping jurisdiction

If any member of Student Government believes that multiple policy books have overlapping jurisdiction over a certain activity or office, the Judicial Board shall decide which policy book has definitive jurisdiction over that activity or office. The Chair of the Judicial Board may decide whether to provide such an answer on their own or to convene a meeting of the full Board to provide an answer. Any jurisdictional pronouncement made by the Chair individually may be appealed to the full Board.

**ARTICLE IX. UNDERGRADUATE COUNCILS**

**Section 1. Establishment & Purpose**

Subsection i. Establishment

Undergraduate Councils shall be defined as all Class and School Councils. The term for Undergraduate Councils shall begin on the first day of Winter Break at noon, and end on the first day of Winter Break at noon of the following year. The period between the certification of the Fall Elections and the beginning of the term shall serve as a transition period. The first-year Class Undergraduate Council shall instead begin their term immediately following the election certification but end the typical date of the following year at noon.

Subsection ii. Class Undergraduate Council Purpose

Class Undergraduate Councils and their members shall provide advocacy and programming for their respective class. They shall do so in conjunction with the AUSG Office of the Vice-President and AU Faculty/Staff. Class Undergraduate Councils may work in conjunction with the AU Undergraduate Senate and Executive to create and promote events and advocacy initiatives.

Subsection iii. School Undergraduate Council Purpose

School Undergraduate Councils and their members shall provide advocacy and programming for their respective school. They shall do so in conjunction with the AUSG Office of the Vice-President, AU Faculty/Staff, and their respective schools' Deans or Assistant Deans of Undergraduate Education. School Undergraduate Councils may work in conjunction with the AU Undergraduate Senate and Executive to create and promote events and advocacy initiatives.

**Section 2. Leadership**

Subsection i. President

The Undergraduate Council President shall serve as the chief executive officer and spokesperson of said Undergraduate Council and oversee advocacy initiatives and programming to promote school or class unity.

Subsection ii. Vice President

The Undergraduate Council Vice President shall assist the Undergraduate Council President with initiatives and programming for their school or class.

Subsection iii. Treasurer

The Undergraduate Council Treasurer shall oversee financial activities of their Undergraduate Council and approve expenditures. School Undergraduate Council Treasurers may acquire authorization for expenditures from their school faculty contact if using school funds.

Subsection iv. Secretary

The Undergraduate Council Secretary shall be charged with the daily operations, internal communications, writing of meeting minutes, and management of that Undergraduate Council's resources, spaces, materials, and personnel.

Subsection v. Creation of Positions

The Undergraduate Council President may create and fill positions as deemed necessary. The Undergraduate Council President shall notify the AU Student Government Office of the Vice President of such creations and appointments, for conduct checking purposes.

Subsection vi. Succession

The Undergraduate Council Vice President shall succeed an Undergraduate Council President. The Undergraduate Council Treasurer serves as the third ranking member followed by the Undergraduate Council Secretary.

Subsection vii. Filling Vacancies

If an Undergraduate Council Vice President, Treasurer, or Secretary resigns or takes a leave of absence, then the Undergraduate Council President shall appoint an eligible student subject to confirmation by the Undergraduate Senate. If an Undergraduate Council President resigns and there is no member in the line of succession to replace them then the vacancy shall be filled by appointment from the Vice-President of AUSG and confirmed by the Undergraduate Senate. No nominees shall be introduced between the nominating convention and certification of the election in an election cycle. If an entire Undergraduate Council remains vacant following an election, then the AU Student Government Vice President shall appoint an Undergraduate Council President subject to confirmation

by the Undergraduate Senate.

### **Section 3. Oversight**

#### Subsection i. Presentation to the Senate & Semesterly Report

Undergraduate Councils shall provide a semesterly progress report between the 6th and 10th week of both the Spring and Fall semesters. Written versions of these reports must be sent to the AU Student Government Executives. Carbon copies of School Undergraduate Councils' written reports materials must be sent to the Dean or Assistant Dean of Undergraduate Education of that school.

#### Subsection ii. Legislation

All Undergraduate Council Executives may co-sponsor legislation so long as a member of the Senate introduces the legislation. Any Undergraduate Council Executive who co-sponsors legislation shall be doing so purely for ceremonial purposes and the co-sponsorship shall have no procedural or legislative impact. Undergraduate Council Executives shall have full speaking rights equivalent to that of the American University Undergraduate Executives.

#### Subsection iii. Executive Liaisons

Undergraduate Councils may meet and collaborate with the AU Student Government President and Vice President on joint advocacy or programming initiatives.

#### Subsection iv. Separation of Powers

No member of the Undergraduate Senate, Executive Board, or Judicial Board, nor any of their appointed staff members may simultaneously hold an elected or appointed position in any Undergraduate Council.

## **ARTICLE X. THE BUDGET ADVISORY COMMITTEE**

### **Section 1. Accession and charter**

#### Subsection i. Accession

Student Government officially accedes to the Budget Advisory Committee (BAC) and ratifies its charter.

#### Subsection ii. Notice of amendment restrictions

This section of the Bylaws contains the BAC charter. Therefore, this section cannot be amended except as allowed under the amendment process described in the BAC charter.

#### Subsection iii. Definition of BAC

- a. The Student Activities Budget Advisory Committee is the representative body which oversees the budgeting of the Student Activities Fund between the Student Government, the Student Media Board and the Club Council, i.e. the three recipients of American University Student Activities funding. These tasks include, but are not limited to, making recommendations on the modification of stipend allocations, oversight of the Student Activities Fund among the three organizations, and other budgetary issues as determined by the Committee.
- b. BAC is made up of three representatives from each of the three organizations it represents. These nine representatives have equal standing in BAC decision making and equal voting power.
- c. Student Government's representatives are the President, the Comptroller, and the chair of the Undergraduate Senate Special Committee on Finance; the Student Media Board representatives are its two co-chairs and one special representative elected from SMB; Club Council's representatives are its chair, its outreach director, and its finance director.

- d. These representatives may change either by a change in personnel in said positions or if there is a change to any of the three organizations' government documents necessitating such a change. In no event may any organization represented on the BAC have more than three voting representatives.
- e. As the representative of the three groups which receive Student Activity funds, the BAC makes recommendations on the allocation of the funds, stipends, and other budgetary issues.
- f. Meetings of the BAC are presided over by an unbiased chair, who has no vote and is normally the Director of Student Activities or their representative. "Unbiased" means here that the chair may not actively exclude or silence any of the nine representatives on the BAC.

Subsection iv. BAC organization and operations

- a. The nine members of BAC serve one-year terms, as per the normal operations of the three member organizations.
- b. All official meetings of the BAC must meet quorum. For any official decisions to be taken by the BAC, three conditions must be met: the chair or their representative must be present; a majority of voting members (i.e. five) must be present; and at least one representative from each of the member groups must be present. The last requirement may be waived if permission is granted by a majority of representatives of the absent group (e.g. if an emergency meeting must be held at a time when none of the SMB representatives may attend, the BAC may have an official meeting and conduct official business if a majority of the representatives of the SMB consent). The quorum requirement may also be waived for an upcoming meeting by a unanimous vote by all voting members on a meeting-by-meeting basis.
- c. All meetings shall be convened, presided over, and adjourned by the chair at an agreed-upon time designated by the nine voting members.
- d. All decisions made by the BAC shall be made under the principle "majority of representatives; consensus of organizations." In practice, this means that decisions may only be made under the following conditions: a majority of present voting representatives vote in favor of a proposal and a majority of present voting representatives from each organization vote in favor of the proposal. These decision-making criteria constitute normal means.
- e. Any of the nine voting members may send a voting proxy in their absence.
- f. The charter of the BAC may be amended by only normal means, as described in this section. The only exception is if there is an internal change to any of the three groups which changes its representation on BAC.
- g. All meetings of the BAC are open to the public. The minutes of all meetings must be taken and published within 48 hours of each meeting's adjournment on a website devoted to budgetary transparency. The chair may either take the minutes or delegate that responsibility; the note-taker does not need to be a member of the BAC.
- h. The chair is tasked with ensuring that the BAC operates transparently and is consequently encouraged to have an honest and active presence on social media and maintain regular contact with the SMB and other relevant organizations for the purpose of ensuring that the student body is informed on the happenings in the BAC.

## **Section 2. Student Government's relationship with BAC**

### Subsection i. External regulations

Any matter regarding Student Government's relationship with BAC not provided for here is governed by the Budget Policy Book. This section does not contain the BAC charter and may be amended as normal.

### Subsection ii. Withdrawal from BAC

As long as BAC is the means by which American University distributes Student Activity Fee revenue, Student Government may not withdraw from it by any means other than an amendment to the BAC Charter as described in Article II, section 6 of that Charter. Student Government may not propose any amendments to the Charter to withdraw Student Government from the BAC as long as BAC is the means by which American University distributes Student Activity Fee revenue. If any legislation is put on the agenda of an Undergraduate Senate meeting that may result in Student Government's withdrawal from BAC, the Speaker shall notify the Senate's advisor from the Student Activities office of the legislation and invite them to speak at that Senate meeting and advise the Senate on that legislation.

### Subsection iii. Senate oversight

Any actions taken by Student Government in relation to the BAC must be in conformity with Senate policy and the Budget Policy Book.

## **ARTICLE XI. FINANCIAL RULES**

### **Section 1. External regulations**

Any matter relating to the administration of Student Government finances not regulated here is governed by the Finance Policy Book.

### **Section 2. Accounts**

#### Subsection i. List

The Finance Policy Book shall maintain a current list of the different Student Government financial accounts and their respective purposes.

#### Subsection ii. Student Government Reserved

The Student Government Reserved account shall be used for the purpose of additional budgetary allocations and payment of previous fiscal year expenses. Funds from SG Reserved shall be available for disbursement through legislative act of the Undergraduate Senate. Such legislation shall require a majority vote to pass. All current fiscal year budgets unspent, excepting class council accounts, shall be automatically placed into SG Reserved. There shall always be a minimum of twenty-five thousand dollar in the SG Reserved unless a state of exception is declared in accordance with procedures outlined in these Bylaws.

### **Section 3. Non-disclosure forms**

The Speaker and all members of the Senate Finance Committee must sign non-disclosure forms relating to Student Government finances as provided by the Comptroller.

## **ARTICLE XII. REMOVAL FROM OFFICE**

### **Section 1. General provisions**

#### Subsection i. Removal by the Undergraduate Senate

All Student Government members may be removed from their position by standard removal procedures from the Undergraduate Senate, except for the Speaker of the Undergraduate Senate, Senate committee chairs, and senate committee vice chairs, who are subject to votes of no confidence.

#### Subsection ii. Dismissal of a department director

Any appointed Department Director may be dismissed from office by the appointing executive. The dismissal of any Department Director may be overturned by the Senate with a majority vote.

### **Section 2. Censure and the removal process**

#### Subsection i. Censure and removal

A censure, as defined by the Senate's Rules of Debate and Decorum, shall be a method of punishment that the Senate may choose to pursue if it feels that removal is not currently warranted by the circumstances at hand. If a censure is passed, it must be given to the offending officer by the Speaker within one business day of the passed motion. Once an individual has been censured, they must appear at the next meeting of the full Undergraduate Senate to be questioned by the Senate. If the Senate chooses to pursue removal after it has censured the offending officer, it must wait seven days before filing removal charges. The Senate is not required to censure an officer before removing them.

#### Subsection ii. Removal charge

Any member of the Senate may file a removal charge against a Legislative, Executive, or Judicial Branch member. Such charges must be filled with the Speaker, and co-sponsored, as amended by at least four other members of the Undergraduate Senate in good standing. The written statement of charges must include: (1) Name of the accused and office held; (2) specific reasons for removal (3) the five signatures of current Senators, the members filing the charge and the four co-sponsors. The signatures are encouraged, but if sent along in an email, simply listing the names of those who support removal will be allowed. Parties to the charge shall be notified within twenty-four hours.

#### Subsection iii. Review of charges

The Speaker shall convene a special meeting of the Committee of Rules and Privileges in order to review the validity of the removal charge. The committee shall deal with the charges as follows: the lead sponsor shall have five minutes to present his or her case, followed by a period of questioning. Then, the accused officer(s) shall have the same amount of time for rebuttal, followed again by a period of questioning. A period of debate will then be entered. After debate, a roll-call vote shall be taken. A majority vote of the committee shall sustain the charge. If the charge is sustained, the Senate shall convene in a special meeting within one week of the Committee's decision.

#### Subsection iv. Evidence

Prior to convening the Senate, the Speaker shall establish a deadline for when all evidence, both of the complainant and respondent, must be received; also subject to the deadline set by the Speaker will be submittal of a witness list, not to exceed three people per side. The depositions of and any witnesses who are members of the Judicial Board shall not be admissible as evidence. The admissibility of any other evidence shall be determined at the discretion of the Speaker, whose rulings shall be final.

#### Subsection v. Briefs

Considering the vast amount of evidence that may be collected, the complainant and respondent must each provide members of the Senate and the Speaker with a brief document outlining their case, the evidence, and their respective opinions on the issue. In addition, the respondent reserves the right to have another individual represent them, as long as their representative is not a member of the Judicial Board. Prior to or at the submission of evidence, each side must list indicate the presenters of their argument, if any.

#### Subsection vi. Hearing

Upon convening, the Senate shall hear formally the charges of removal. The complainant shall have a period of ten minutes to present his or her case to the Senate, which will immediately be followed by a period of ten minutes for questioning. After the period of questioning of the complainant, the respondent shall present their case for ten minutes and will be questioned by the members of the Senate for a period of ten minutes. After the questioning of the respondent, the complainant is allowed to call up to three witnesses, who automatically receive speaking privileges during their time before the Senate, to receive questions for a period not to exceed ten minutes in length each, with five minutes reserved for the complainant and five minutes reserved for the members of the Senate. Following the presentation and questioning of the complainant's witnesses, the respondent may present and have questioned their own three witnesses in the same manner as the complainant. After the presentation and questioning of each side's witnesses, each party may make a closing statement, each of which may not exceed three minutes. The presenters of each side's argument shall not be able to question the witnesses of the other side. After the period of questioning has expired the Senate shall move into a twenty minute period of debate, which can be ended at any time should the Speaker entertain such a motion.

#### Subsection vii. Voting

At the close of the period of debate, a vote by secret ballot will automatically be taken, with the votes tallied by the Speaker of the Undergraduate Senate, the Speaker Pro-Tempore of the Undergraduate Senate, the Chair of the Judicial Board, and the President of the Student Government, in the presence of the lead complainant and the respondent. A two-thirds majority of Senators present and voting shall be required to find the respondent guilty of the charges presented. Should the Senate find the respondent guilty, he or she will automatically be removed from office. Should the Senate find the respondent not-guilty, he or she shall remain in office and not be subject to an impeachment hearing on the same charges for the remainder of the academic year.

#### Subsection viii. Procedural rights

Throughout the entire impeachment process the respondent will have the right to not only have representation, but also time rights. There must be forty-eight hours between each meeting in the impeachment process, which will allow both sides to compile evidence, and engage in a fair process.

### **Section 3. Motions of no confidence**

#### Subsection i. Purpose

Any member of the Senate may file a motion of no-confidence against a Committee Chairs, Deputy Chairs, and the Speaker to the remove them from those positions. Such a motion must be filled with the Presiding officer, and co-sponsored, as amended by at least four other members of the Undergraduate Senate in good standing. The written statement of the motion must include: (1) Name of the accused and office held; (2) specific reasons for removal (3) the signatures of at least 15% of current Senators, the members filing the motion and the co-sponsors. The signatures are encouraged, but if sent along in an email, simply listing the names of those who support removal will be allowed. Such a motion may be made at any time during normal business by a member of the Undergraduate Senate.



Subsection ii. Presiding officer

Should the Speaker of the Undergraduate Senate be the one subject to the motion of no-confidence, they shall, for the purposes of the proceedings, relinquish the chair to the Speaker Pro-Tempore.

Subsection iv. Vote

At the close of the period of debate, a vote will automatically be taken by secret ballot. A two-thirds majority will be sufficient to sustain the motion.

## **ARTICLE XIII. GENERAL GOVERNANCE**

### **Section 1. Governing document amendments**

Subsection i. The Bylaws

These Bylaws may be amended by the Undergraduate Senate through the passage of bills, with the bills being reviewed by the Committee on Rules and Privileges for first reading.

Subsection ii. The Constitution and policy books

The Constitution and policy books may be amended as they provide.

### **Section 2. Jurisdiction of Student Government**

The preamble of the Constitution of Student Government is nonbinding. The passage in the preamble stating that “the Student Government shall consist of all undergraduate students who have paid their student activity fee” is meant to express the fact that Student Government represents all undergraduate students universally, not that the rules of Student Government apply to all undergraduate students. The rules of Student Government, as provided in the governing documents and related binding policies, apply only to individuals who hold offices in Student Government and no one else. In addition to this, the Elections Policy Book shall apply to individuals participating in Student Government campaigns, as it provides, whether or not those people hold office in Student Government.

### **Section 3. States of exception**

Subsection i. Rationale

Should there at any time be a situation of such exceptional nature that it requires measures not accounted for in the governing documents, the President of the Student Government, with the concurrence of the Speaker, may declare a state of exception.

Subsection ii. Prohibited activity

During a state of exception, the Bylaws may be superseded by executive order if they deal with that branch or legislative order if they deal with that branch, at the discretion of the President or the Speaker, respectively. This includes to authorization of special elections to replace vacancies in either branch. However, provisions of the Bylaws related to removal from office, votes of no confidence, and the basic structure of the Student Government may not be compromised.

Subsection iii. Special Senate meeting

A state of exception will trigger a special meeting of the Senate within forty-eight hours. Quorum of the Senators must be present. The Senate must either approve or terminate the state of exception. If the Senate is unable to gather sufficient members to attain quorum, the state of exception shall stand until the next general meeting of that body, at which point it shall be debated in the usual manner.

Subsection iv. Termination

The President of the Student Government may terminate a state of exception at any time.

Subsection v. Removal

If a state of exception lasts longer than fourteen days, removal proceedings shall be opened against the President of the Student Government. A motion of no confidence will be brought against the Speaker.

Subsection vi. Senate Meetings

The Undergraduate Senate shall be able to hold remote meetings out of a state of exceptions. If the Undergraduate Senate had a necessity or an intention to meet in a non-personal manner, a state of exception shall not have to be declared before nor shall it be necessary to do so in such a hypothetical situation.

**Section 4. Hiring and Employment Practices**

Subsection i. Timelines to Ensure a Fair Application Process

Any position, be it appointed or hired, shall have an application open for at least 5 business days during the school year and 10 business days outside of the school year. All applications must be posted on an open platform accessible to all students. It must also be advertised by the Secretary of AUSG via a public method of communication.

Subsection ii. Supervision of Employment Practices

The Office of the Inspector shall ensure hirings and appointments are free of nepotism, favoritism, bias or discrimination (a bias incident) as laid out in the AU Student Code of Conduct. Whenever an officer of AUSG nominates a person to an office requiring Senate approval, when they formally nominate them they must also disclose to the Senate how many persons applied to the position.

Subsection iii. AUSG Personnel Training

The Director of Diversity, Equity, and Inclusion in conjunction with the Senate Committee on Diversity, Equity, and Inclusion shall determine and ensure training for every elected, appointed and hired members of AUSG takes trainings on sexual assault and diversity. All elected, appointed and hired members of AUSG must complete such training within 30 days of starting their position.

Subsection iv. Disclosure from the Office of the President and the Speaker of the Undergraduate Senate

- a. The Speaker of the Undergraduate Senate and President must release the names of all applicants that applied for vacant Senate seats within two Senate meetings after the vacancy is filled.
- b. All applications must have an opt-out option at the end of the application to provide applicants the opportunity to not have their names released to the public.

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*By: the Seventeenth Undergraduate Senate  
Speaker Ashley Bastin*