



**BYLAWS OF THE INDIANA UNIVERSITY  
STUDENT ASSOCIATION**

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## **Article I. Congressional Meetings**

The Indiana University Student Association (“IUSA”) Student Body Congress shall meet a minimum of once every two weeks during each legislative session at a time and place designated by the Vice-President of Congress. An emergency meeting of the entire Student Body Congress may be called by the Vice-President of Congress, the consensus of the Congressional Steering Committee, or a majority vote of the Student Body Congress.

### Announcement

The Speaker shall publicly announce each meeting (time and place) of the IUSA Student Body Congress at least two days prior to the meeting in the following ways:

- An email sent to all members of the Student Body Congress.
- Posting an announcement on the IUSA webpage.
- Any other additional means of announcement as seen fit by the Press Secretary including social media outlets.

### Open Meeting Policy

All meetings of the Student Body Congress shall be open to the public with the exception of a meeting of the Congressional Steering Committee to consider a Resolution of Reprimand or Censure, which may be closed.

### Quorum

Quorum will be defined by a simple majority of active Members of Congress and at least one third of all available Congressional seats being present in a single location. Only physical proxies, as defined in Article II, will count towards quorum, as virtual presence will not count toward quorum and will not suffice for a Congressional member’s right to vote. Active member will be defined as one who currently holds a Congressional seat.

## **Article II. Duties of Members of Congress**

### **Section A. General Duties**

Student Representatives and Student Senators (“Members of Congress”), as defined in Article XVII, shall exercise their authority in accordance with Article II, Section 2 of the Constitution and to uphold the dignity of the IU Student Association in their conduct and behavior.

1. Members of Congress shall attend all Congressional meetings and meetings of their assigned standing committee, or name a proxy in their place.
2. Members of Congress who are duly elected or appointed may not simultaneously hold any type of position within the IUSA Executive Branch.
3. Members of Congress shall familiarize themselves with the Executive departments and entities as outlined in Article VI of these Bylaws.
4. Members of Congress shall post two hours of general availability for office hour appointments on the IUSA website. Representatives shall hold these appointments in a place accessible by their constituents or in the IUSA office. Office hours will only be held by appointment.
5. The Vice-President of Congress shall inform the relevant district boards and advisory groups of the requirements of Sections B and C at the beginning of each congressional term.

### **Section B. Student Representatives**

Student Representatives shall attend and report to all regularly scheduled meetings of the chief student advisory group within that Representative’s constituent academic unit provided such a body exists. Should a conflict arise wherein a Representative is unable to attend one of these meetings, the Representative must obtain all minutes and materials generated for that meeting.

### **Section C. Student Senators**

Student Senators shall attend and report to all regularly scheduled meetings of their constituency provided such a body exists. Should a conflict arise wherein a Senator is unable to attend one of these meetings, the Senator must obtain all minutes and materials generated for that meeting.

### **Section D. Absence Policy**

As outlined in the Constitution, Article II, Section 7, absence from three regularly scheduled Congress meetings or four such meetings with a proxy present shall be grounds for impeachment and removal. For purposes of the absence policy, regularly scheduled committee meetings shall count as Congress meetings. All members of Congress shall have the opportunity to appeal an absence to the Congressional Steering Committee, which shall have the final decision on the matter as to whether the absence is excusable.

## **Article III. Parliamentary Procedure**

### **Section A. Robert's Rules of Order**

The procedural rules contained in the Robert's Rules of Order shall govern meetings of the IUSA Student Body Congress in all cases to which they are applicable, provided they are consistent with the Constitution of the Student Body or any IUSA Bylaws or special rules of order that IUSA may adopt. The Parliamentarian shall make a copy of Robert's Rules of Order available for all Congressmen in the IUSA office for use by all IUSA members.

### **Section B. Resolutions**

#### Submission

Resolutions adopted by standing committees must be submitted to the Speaker of the Congress, Grammarian, and Congressional Secretary no later than 72 hours before the respective Student Body Congress meeting if more than two pages in content, otherwise they must be submitted no later than 24 hours before the respective Student Body Congress meeting. Adoption of a resolution requires the consensus of a majority of committee members.

#### Consideration

Each resolution must be adopted by a standing committee as deemed appropriate by the majority of the standing committee considering adoption or have at minimum three sponsors to come to the floor. The resolution must be introduced to a committee by a sponsoring member of the adopting committee. Those outside of the adopting committee, including other Congressional Members and those who are not Congressional Members, must seek sponsorship from a Congressional Member of the committee that has jurisdiction over the adoption. If there is a dispute in the consideration for committee adoption of a particular resolution, or if adoption of a resolution is uncertain, the Speaker of the Congress shall make the decision regarding what committee will adopt that resolution. The Speaker may select any of the standing committees as defined in Article XI or create an Ad-hoc committee, as per Article XI, Section H of these Bylaws.

#### Primary Sponsorship

A primary sponsor must be designated by being placed on the resolution. In the absence of a clearly designated primary sponsor, the chair of the introducing committee shall serve as the sponsor. The primary sponsor has full rights to withdraw their resolution at any time until the start of the Congressional meeting in which it is being considered on the floor.

#### Voting

Resolutions shall be decided by voice vote, except by the demand of any member for a recorded roll call vote. Resolutions of Reprimand or Censure shall always be decided by roll call vote.

### Resolutions on Appointment or Removal from Office

If a resolution is an appointment or removal from office, the Speaker of the Congress shall place the individual(s) to be appointed or removed on the sponsoring Member's speaker list in order that they may speak on their own behalf. An individual placed on the sponsor's list in this fashion may request that his or her name be removed from the sponsor's list should he or she elect not to speak.

### Executive Approval

In accordance with **Article III, Section 3** of the IUSA Constitution the President retains the ability to veto legislation within three days of their receipt of the legislation. If the President vetoes the legislation, they are to notify the Speaker in writing. The Speaker is then required to submit the veto remarks, in writing, to the entire congress as well as the committee/congressperson who submitted the initial piece of legislation. The agenda for the subsequent voting session will also be updated to include an announcement that the legislation has been vetoed. Any congressperson will then be able to motion to override the veto and with a two-thirds vote, the veto shall be overrode and the legislation granted authority.

## **Article IV. Legislative Sessions**

### **Section A. Time of Sessions**

The Student Body Congress shall have two legislative sessions, one in the Fall and one in the Spring, to be determined by the Vice-President of Congress. A minimum of two weeks prior to each legislative session, the Vice-President of Congress shall publicly announce the beginning and end dates of that legislative session in the following ways:

1. An email sent to all members of the Student Body Congress for that legislative session. This email will also inform the Student Body Congress of the location of the IUSA office and the IUSA bulletin board.
2. Posting an announcement on the IUSA website
3. Any other additional means of announcement as seen fit by the Vice-President of Congress.

### **Section B. Legislative Authority**

Any resolution passed during a particular session will not lose its authority at the end of that session:

1. Unless Congress, by a two-thirds vote, attaches a clause indicating that a resolution shall have an expiration date.
2. If the resolution is an amendment to the IUSA Constitution or to the IUSA Bylaws, it shall never have an expiration date attached.
3. Unless the resolution pertains to the confirmation of an appointment, it shall never have an expiration date attached.

## **Article V. Additional Congressional Duties**

### **Section A. The Speaker of the Student Body Congress**

The Speaker of the Congress shall preside over all Congressional meetings, work with the Parliamentarian to maintain proper parliamentary procedure, and serve as the overall head of the IUSA Legislative branch.

1. The Speaker of the Congress shall be elected by a majority vote of the Student Body Congress. Nominations and elections for the Speaker of the Congress shall occur at the first regular Student Body Congress meeting of the Fall and Spring legislative sessions.
2. The term of office shall be for one legislative session. However, he or she may be re-elected.
3. The Speaker of the Congress shall have final authority over all appointments to Congressional committees as defined in **Article VI**, provided Congress confirms these appointments with a majority vote. The Speaker shall not serve on any such committee.

4. If the Speaker of the Congress is not performing his or her duties appropriately, he or she may be removed if the Student Body Congress passes a resolution for removal by a two-thirds vote.
5. The Speaker of the Congress shall be tasked with the creation, maintenance, and control of resources, including but not limited to *Google Drive*, social media pages, document sharing sites, etc. necessary for the execution of Congressional duties.
6. The Speaker of the Congress shall be tasked with ensuring the transfer the control of resources, including but not limited to *Google Drive*, social media pages, document sharing sites, etc. necessary for the execution of Congressional duties to the next Speaker of the Congress as a result of impeachment, resignation, or conclusion of a Congressional session.

### **Section B. The Grammarian**

The Grammarian will review all proposed resolutions for accuracy before they are presented at the next Student Body Congress meeting. All resolutions will be properly formatted and then emailed to the Speaker of the Congress, the Parliamentarian, and the Vice-President of Congress within twenty-four hours after the original submission.

1. All resolutions must be submitted to the Grammarian via University email by the deadlines indicated in Article III, Section B of these Bylaws.
2. Any resolutions submitted after the deadline shall be considered for the next scheduled Student Body Congress meeting.
3. The Grammarian, working with the Vice-President of Congress, will be responsible for keeping and posting the minutes at all Student Body Congress meetings.

### **Section C. The Parliamentarian**

The Parliamentarian must consistently enforce the established parliamentary rules at every Student Body Congress meeting.

1. The Parliamentarian shall be responsible for the distribution of the Roberts Rules of Order to the Student Body Congress as soon as Congress is sworn into office and for any new Member that may be appointed.
2. The Parliamentarian shall prepare an agenda with all proposed resolutions and speakers for each scheduled Student Body Congress meeting to be approved by the Speaker of the Congress at least twenty-four hours prior to the meeting.

### **Section D. The Press Secretary**

The Congressional Press Secretary shall work to provide a strong, consistent message to students about IUSA's initiatives and their associated spending by publicizing the efforts of the Student Body Congress in all relevant media and overseeing all externally facing communications, marketing and promotions:

1. The Congressional Press Secretary shall be elected by a majority vote of the Student Body Congress. Nominations and elections for the Congressional Press Secretary shall occur at the first regular Student Body Congress meeting of the Fall and Spring legislative sessions.
2. The term of office shall be for one legislative session; however, he or she may be re-elected.
3. The Press Secretary shall *ex officio* chair the Student Relations Committee and oversee all of their activities
4. The Press Secretary shall have the authority to speak on behalf of the Congress, and is expressly empowered to engage with any media outlet with regard to any congressional issue, subject to approval of the message in question from the Speaker of the House.
5. If the Congressional Press Secretary is not performing his or her duties appropriately, he or she may be removed if the Student Body Congress passes a resolution for removal by a two-thirds vote.

## **Section E. The Committee Chairperson**

The chairperson of each standing committee as specified in Article VI shall coordinate committee meetings, present resolutions to his or her committee when no sponsor is present, and submit the approved resolutions of his or her committee to the Grammarian.

1. The chairpersons shall report periodically to the Student Body Congress on the status of those resolutions being considered/drafted by their committee, and the Vice-President of Congress shall report periodically on the implementation of those resolutions heard by a committee and passed by the Student Body Congress.

# **Article VI. Congressional Committees**

## **Section A. General Duties of Committees**

The five standing committees of the Student Body Congress shall operate as defined in Sections B—F of this Article.

### Committee Appointments

- Congressional members shall have the freedom to choose the standing committee they want to be a part of.
- Chair persons of the standing committees shall be elected by a majority vote of the members of the same standing committee.
- If a standing committee is unable to pick a committee chair they may defer the decision to the Speaker of Congress.
- If a congressional member is unable to decide what committee they want to be a part of they can defer the decision to the Speaker of Congress.
- Members of Congress shall have the freedom to switch committees and any time during the congressional session.
- Committee chair terms are to last one congressional session renewable indefinitely as long as they are a member of congress.

### Posting of Times and Locations

Meeting times, places, and subject matter for committees shall be posted by the chairpersons in an area known and easily accessible to committee members in the following ways:

- An email sent to all committee members and a posting on the IUSA website.
- Any other additional means as the chairperson sees fit.
- Posting shall occur at least twenty four hours before the scheduled meeting time.
- Committees shall meet at least once before each scheduled Congress meeting.
- Committee chairpersons shall maintain a consistent meeting schedule.

### Committee Reports

Each committee shall report back to the Student Body Congress at the next Congressional meeting. Committee reports shall include each resolution that was submitted to it and an explanation on the committee's action to pass, fail, table, or amend a particular resolution.

- It is the responsibility of the Committee Chair to submit this report to the Speaker of Congress before the next meeting of the full Congress..
- Amendments made to a resolution by the committee shall be incorporated in the resolution.
- The Congress shall, however, hold the power to alter the text amended by the committee.

### Student Organization Ambassadors Responsibilities

Each Standing Committee, except the Steering Committee, may appoint up to 3 Student Organization Ambassadors who will have a non-voting seat on each respective committee. These ambassadors ought to reflect the relevant constituencies of their respective committees (Example: Environmental Affairs Committee inviting a Student Organization Ambassador representing Student Sustainability Council).



- Upon appointment of Committee Chairperson, a committee may nominate an on-campus Student Organization Ambassador.
- Each Committee will be limited to a maximum of 3 Student Organization Ambassadors per Committee.
- Upon nomination of Student Organization Ambassadors, the respective Committee Chairpersons shall notify the nominated organization and request a single Student Organization Ambassador from each nominated Student Organization.
- Each committee will assume the responsibility for collecting and distributing committee minutes to both the Speaker of the IUSA Congress and their student organization Ambassadors.
- Student Organization Ambassadors will have the ability to co-sponsor, draft, and present legislation to their Committee.
- Each committee must inform their Student Organization Ambassadors as to the time, place, and date for all IUSA Congress Meetings (General Assembly and Committee Meetings)

#### Student Organization Ambassadors Limits

To maintain a proper balance between IUSA Congressional representation on a committee level, and applying equal requirements on both IUSA Senators/Representatives and Student Organization Ambassadors these following rules will govern Student Organization Ambassador conduct:

- No Committee may appoint more than 3 Student Organization Ambassadors.
- Student Organization Ambassadors will be subject to the same attendance policy as IUSA Senators/Representatives.
  - Attendance policy only extends to Committee Meeting Attendance and not General Assembly Attendance.
  - If attendance policy infraction occurs Chairman shall notify the Student Organization Ambassador's respective Organization and request a new Student Organization Ambassador.
- Student Organization Ambassadors cannot be current IUSA Senators/Representatives.
- An Organization can only have a Student Organization Ambassador representing their Organization 1 semester per academic year.

### **Section B. IUSA Oversight and Reform Committee ("IORC")**

The IUSA Oversight and Reform Committee shall be responsible for knowledge & oversight of the various functions of the IU Student Association and shall at times make suggestions and work toward reform within IUSA. The IORC shall review Student Body Congress resolutions regarding changes in the IUSA Constitution or Bylaws, internal policy changes, recommendations for organization--wide action, and executive administration appointments. The IORC shall review and report to Congress on the proposed budget after the initial draft is proposed at the beginning of the term in order to inform the subsequent vote at the next meeting, 2 weeks later. The IORC shall review all budgetary and financial actions taken by the IUSA. As a standing committee, the IORC will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees. The IORC shall take on the role of Membership Committee as mention in **Article II, Section 8** of the Constitution of the Indiana University Student Association.

When enacting its duties, the Membership Committee shall utilize a standardized appointment method. The appointment process will focus first on placing the runner up into the congressional seat. Accordingly, after the election results have been declared, the chair of the IORC will be given the read out of the vote counts, and the finishing rank for each candidate. This roster will then serve as the initial means of replacement with the individual who finished in second place being called to serve in the position. In the event a tie, it would be at the discretion of the IORC to determine which individual would be called upon. In the event that there are no runner ups, we will shift over to an individual application; however, each candidate will be requested to come and present themselves to IORC. Each member of the committee will then cast a vote to determine who will be the replacement candidate. In the event of a tie with this vote, the chair can cast the deciding vote.

### **Section C. Student Relations Committee**

The Student Relations Committee shall be responsible for issues of rights & equality on campus as well as the general concerns/feelings of the student body on campus or world issues. As a standing committee, the Student Relations committee will have the power to adopt resolutions through the sponsorship of one or more of its

members for initiatives that relate to its committees. The Speaker of the House shall *ex officio* chair the Student Relations committee and coordinate all Student Relations activities.

### **Section D. Student Life Committee**

The Student Life Committee shall be responsible for issues pertaining to campus safety, issues of general health and well-being in and outside the campus community, and initiatives of a recreational nature intended to improve the student experience. As a standing committee, the Student Life committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

### **Section E. Education Committee**

The Education Committee shall be responsible for issues pertaining to computing resources, classroom facilities, academic exploration, and quality of academic instruction, faculty-student relations, orientation, and campus improvement with the intent of improving the educational experience. As a standing committee, the Education committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

### **Section F. Environmental Affairs Committee**

The Environmental Affairs Committee shall be responsible for issues pertaining to the practices of conservation and responsibility for the environment. As a standing committee, the Environmental Affairs committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees.

### **Section G. Congressional Steering Committee**

- The Congressional Steering Committee shall be composed of all five chairpersons of the IUSA standing committees. The Speaker of the Congress shall chair the committee and will be the last committee member to vote.
- Shall act as a medium of information exchange between the Congress and the Congressional Secretary.
- Shall serve as an informational source for Congress Members concerning executive matters.
- Resolutions of Reprimand or Censure shall be adopted by the Congressional Steering Committee.
- Upon accusations of violations of the IUSA Code of Conduct, the Congressional Steering Committee shall serve as a conduct committee, as regulated by Article XIV of these bylaws.

### **Section H. Ad-Hoc Committees**

1. Ad-hoc committees shall be created by the Speaker of Congress to study topics that either do not fall under the jurisdiction of any standing committee or are very specific in nature.
2. Ad-hoc committees shall follow the same guidelines as all other committees, except in the following ways.
  - a. Student Representatives and Student Senators may be members of multiple ad-hoc committees as well as exactly one standing committee.
  - b. All Student Representatives and Student Senators may choose to be members of any ad-hoc committee.
  - c. Two days before the first meeting of an ad-hoc committee, the Grammarian shall publicly announce the ad-hoc committee in the following ways.
    - i. An email sent to all student Senators and Representatives.
    - ii. Any other additional means chosen by the Speaker of the Congress.
3. The Speaker of the Congress shall appoint the chairperson of any ad-hoc committee.
4. The chairperson of any ad-hoc committee shall have all the powers and duties listed in Article X of these Bylaws. Should an ad-hoc committee exist for more than three weeks, the Speaker of the House must submit the appointment of the chair to the Student Body Congress for approval.
5. Precedence may be assigned to an ad-hoc committee for any resolution that covers the topic for which the committee was made.

## **Article VII. Finances**

### **Section A. Standard Budget Procedure**

For budgetary purposes, the IUSA shall observe a fiscal year beginning on July 1 of each year.

#### Budget Development

The Student Body Treasurer shall develop fiscal year budgets for the IUSA Executive Administration and its departments, the Student Body Congress, the IUSA Funding Board, and the Student Body Supreme Court. The Treasurer will compile a master budget comprising the aforementioned components and any other necessary components. They shall also compile a Summer Budget (comprising of no more than 15% of the entire year's budget) that outlines the expenses that will be incurred over the summer session at the beginning of their term. The Treasurer shall submit the summer budget at the Congressional Assembly prior to the summer break and the master budget for consideration to the IORC of the Student Body Congress at the first official Congressional meeting of a new term.

#### Budget Consideration

The Student Body Congress shall review and amend all fiscal year budget requests and consider for approval or rejection all budget resolutions within two Congressional meetings after submission of a budget resolution.

#### Budget Approval

The Student Body Congress shall approve no request for funds until the IUSA Oversight & Reform Committee has reviewed and approved the resolution and passed it to the full Congress. In an emergency, the Student Body Congress, by a two-thirds vote of those present and voting may bypass these procedures.

### **Section B. Executive & Director Stipends**

Within the IUSA Executive Administration budget, the Student Body Treasurer shall submit to the IORC recommended Executive stipend levels for the upcoming fiscal year.

- The Student Body Congress must approve stipend levels before those stipends are received in any amount.
- Members of the Executive Administration have the right to refuse acceptance of stipends in the event that the compensation provided by the stipend, in lieu of employment, is not necessary for the recipient.

### **Section C. Line-Item Changes**

The line-item transfer policy shall be as follows:

1. Only the overseeing body of a particular budget may initiate line item transfers. The overseeing body shall be defined as the Vice President of Administration for Executive departmental budgets, the Chief Justice of the Student Body Supreme Court for the Court's budget, and the Speaker of the Congress for the Student Body Congress' budget.
2. Once the proper authority initiates a request for a line-item change, they shall explain and discuss the reasoning to the Student Body Treasurer. The request for line-item change shall then be submitted to the IORC, where a simple majority vote of those present and voting can approve it.
3. The Student Body Treasurer will then notify the person requesting the change of the
4. disposition of the vote by the IORC.

### **Section D. Statements**

The Student Body Congress shall have the authority to require a financial statement for any funds designated for or disbursed from the IUSA accounts.

### **Section E. Unbudgeted Expenditures**

No money will be spent that has not been included in the budget.

1. If a person spends money not included in the budget and/or has gone over budget, he or she will not be reimbursed for such expenditures.
2. If he or she has already paid using IUSA funds, he or she will be subject to disciplinary action under Appendix C of these bylaws.

### **Section F. Additional Allocations Post-Budget**

If the need arises for more money to be allocated to a budget prior to the spending of those additional funds, then a majority vote of those present and voting of the Student Body Congress may allocate more money for that expenditure. The IORC must review the post budget item before it is submitted to the Student Body Congress, unless an emergency situation arises.

### **Section G. Emergency Expenditures**

If in the case of an emergency, and only in the case of an emergency, a person spends money not included in the budget and/or goes over budget, the Congressional Steering Committee may, by three-fourths vote of all members present and voting, allocate funds to the expenditure. The committee(s) must allocate the funds within four weeks following the expenditure. Otherwise, the person making the expenditure will be subject to disciplinary action under Appendix C of these Bylaws.

## **Article VIII. Duties of the Executives**

### **Section A. General Duties**

The duties of the executives of IUSA, which for these purposes shall be defined as the Student Body President, the Student Body Vice President, the Vice-President of Congress, and the Treasurer of the Student Body, shall be to carry out their respective duties in accordance with Article III, Section 2 of the Constitution and to uphold the dignity of the IU Student Association in their conduct and behavior. The Student Body President shall have the power to appoint further executives by a signed order submitted to the Student Body Congress.

### **Section B. Office Hours**

The executives as defined in Section A shall hold a minimum number of individual office hours as defined in Article XVIII as follows: the Student Body President, fifteen; the Vice President, ten; the Vice-President of Congress, ten; and the Treasurer, ten.

### **Section C. Additional Duties**

The Vice President of Congress shall be tasked with the creation, maintenance, and control of resources, including but not limited to *Google Drive*, social media pages, document sharing sites, etc. necessary for the execution of Executive duties. Further, the Vice President of Congress shall be tasked with ensuring the transfer the control of resources, including but not limited to Google Drive, social media pages, document sharing sites, etc. necessary for the execution of Executive duties to the next Vice President of Congress as a result of impeachment, resignation, or conclusion the year as defined in Article III Section 1 of the IUSA Constitution.

## **Article IX. Additional Executive Duties & Entities**

### **Section A. Department Chiefs**

The Student Body Congress may, by majority vote, add or remove an entire executive department, organizational entity, or a particular Chief. The duties of the Department Chiefs shall include, but not be limited to:

1. Regular attendance at all Chief meetings held by the Chief of Staff
  - a. Chief meetings shall be held bi-weekly.
  - b. If a Chief is unable to attend, a proxy from the department can be sent in his or her place.

2. Submission of typed reports to a Chief's immediate superior once every two weeks, prior to all Student Body Congress meetings.
  - a. If monetary expenditures arise, creating and maintaining a departmental budget by keeping accurate records of all expenditures and following all appropriate procedures as directed by the Student Body Treasurer.
3. Appointment and Removal of Departmental Chiefs
  - a. Appointment of Chiefs shall be made by either the Vice President of Administration or the Chief of Staff
  - b. Removal of Chiefs shall be made by either the Vice President of Administration or the Chief of Staff and shall require confirmation by the Student Body Congress.

## **Section B. Directors**

Directors shall be appointed by either the Vice President of Administration or the current Chief of the department.

### Duties

1. Regular attendance at all departmental meetings.
2. Departmental meetings shall be scheduled at the discretion of the current Chief.
3. Attendance rules for departmental meetings shall be determined at the discretion of the current Chief.
4. To serve as proxy for a Chief at the bi-weekly Chief's meeting
5. Other duties shall be assigned at the discretion of the Chief.

### Subsequent Offices

Directors shall not serve in any other elected or appointed position within the IUSA, including Congressional proxies.

### Appointment and Removal

- Appointment of Directors shall be made by either the Vice President of Administration or the department chief and does not require approval by the Student Body Congress.
- Removal of Directors shall be made by either the Vice President of Administration or the department chief and does not require approval by the Student Body Congress.

## **Section C. Mandatory Departments**

Department Chiefs in charge of Policy, Campus Outreach, and Diversity & Inclusion must be assigned by each subsequent IUSA administration and fully functional departments are required to exist and operate under these mandatory Department Chief's oversight.

## **Section D. Historian**

The Historian of the IU Student Association shall maintain a record of all official IUSA documents in an online system designated by the Office of University Archives and Records Management and in an online timeline format on IUSA's website.

1. The historian shall maintain office hours by appointment.
2. The historian must provide Student Body Congress or Student Body Supreme Court with a historical document within 3 weeks of request.
  - a. Any request shall be made via University email.
3. The historian is responsible for the upkeep of IUSA's historical documents and timeline.
  - a. The historian updates IUSA's website by collaborating both IUSA's Student Body President and with IU Creative Services.
  - b. Historical documents include, but are not limited to, minutes of meetings, IDS and other media articles, resolutions, memos, letters, and campaign materials.
4. The historian has three sets of forms to fill out: Beginning-of-Year, Mid-Year, and End-of-Year. Each of these sets has a form for each initiative and a summary form to consolidate all initiatives.
  - a. The historian is responsible for sending these forms to the IU Archives and Records

#### Management

5. in a timely matter.
6. The historian is responsible for keeping the IUSA office free of any materials for IUSA's history (except for special occasions and decor). We need not accumulate historical files in the IUSA office.
  - a. Rather, these materials should be sent to IU Archives and Records Management.
7. The historian is expected to attend Senior Staff meetings to take notes on the specified Minutes form.
  - a. After each Senior Staff meeting, the historian and chief of staff review notes and determine what public information is.
  - b. Public information is to be posted to IUSA website in the form of minutes.
8. The historian is responsible for explaining the role of the historian to his or her successor in either a meeting or email format.
9. The duties and responsibilities of the historian are subject to change to fit the needs of the current IUSA administration, IU administration, or the IU Archives and Records Management.

#### **Section E. IUPD Liaison**

The IUPD Liaison of the IU Student Association shall aid future relations with IUPD allowing future partnership projects to be completed more efficiently. The IUPD Liaison will bridge the gap between students and the police department, while holding office hours by appointment.

### **Article X. Supreme Court Appointments**

The Student Body President shall form a diverse committee of persons to identify and recommend candidates for the Student Body Supreme Court. The President or his or her designee may serve as an *ex officio* member of any such committee and all such deliberations shall be open to the executive branch upon request. This committee shall be comprised of one and only one member of the IUSA Supreme Court, the Union Board President, the RHA President, four representatives from culture centers, and other members of the university community as the President sees fit.

### **Article XI. IUSA Code of Conduct**

#### **Section A. Code of Conduct**

1. Members of Congress, the Executive Administration, and the Supreme Court shall respect the opinions of fellow Student Representatives, Student Senators, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
2. Members of Congress, the Executive Administration, and the Supreme Court shall preserve and defend the character of fellow Student Representatives, Student Senators, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
3. Members of Congress, the Executive Administration, and the Supreme Court shall promote an atmosphere of professionalism and courtesy in all meetings in which they are participating.
4. Members of Congress, the Executive Administration, and the Supreme Court shall follow the policies set forth in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*.
5. Members of Congress, the Executive Administration, and the Supreme Court shall follow the procedures set forth in the IUSA Constitution and Bylaws.

#### **Section B. Violation of the IUSA Code of Conduct**

Should this Code be violated, action must be taken within one month of the alleged incident. Procedures for determining sanctions for the misconduct, which will be considered personnel matters, shall be the following:

1. A typed complaint may be submitted to the Speaker of the Congress requesting action against the alleged misconduct. A typed complaint may include a suggested course of action.
  - a. The Congressional Steering Committee shall convene on the matter to decide the appropriate course of action.

- b. At no time may any member of the Congressional Steering Committee, when serving as a conduct committee, vote at or attend a meeting in which their alleged misconduct is being reviewed, except when asked to appear by that committee in order to testify on their own behalf.
  - c. The Congressional Steering Committee shall have the following courses of action to choose from:
    - i. No Action.
    - ii. Submitting a Resolution of Reprimand, including a course of action, that will be carried out upon passage by a two-thirds majority of those present and voting in the Student Body Congress.
  - d. Should the Member found responsible wish to appeal, the Congressional Affairs Committee shall consider the appeal within one week of receiving the Congressional Steering Committee's report and/or a typed appeal.
  - e. Should the Member wish to appeal the decision of the Congressional Affairs Committee, they may do so before the Student Body Supreme Court.
2. If applicable, sanctions may be pursued through university channels as outlined in the *Code of Student Rights, Responsibilities, and Conduct* in addition to or in place of these procedures.
  3. Any decision issued by the Congressional Steering Committee or the Congressional Affairs Committee may also be overturned by a two-thirds vote of the Student Body Congress.

### **Section C. Release of Complaint and Action**

The Speaker of the Congress shall be the sole representative of the IUSA informing all parties of the complaint and any subsequent action taken by the Congressional Steering Committee.

## **Article XII. Impeachable Offenses**

Impeachable offenses shall include, but not be limited to:

1. Proof of unethical actions resulting in that individual's election or appointment to an IUSA office.
2. Proof of unethical actions resulting in another person's or people's election or appointment to an IUSA office.
3. Failure to perform the duties listed in these Bylaws or the IUSA Constitution.
4. If mandated hours are not met by any Congress Member, Executive, Chief, or Director, the impeachment papers will be brought to the floor of Congress during the final meeting of the legislative session.
5. Proof of unethical use of IUSA finances.
6. Proof that a member is no longer a resident of the district from which the member was elected, as defined in Article II, Section 1 of the Constitution.
7. Failure to meet the attendance standards, as defined by Article II, Section 7 of the Constitution.

## **Article XIII. Constitutionality Challenges**

By article IV Section 2 of the Constitution of IUSA, the Student Body Supreme Court shall provide students and Congressional Members alike with the opportunity to challenge the constitutionality of any act of legislation via a typed motion submitted to the Student Body Supreme Court.

1. The Student Body Supreme Court shall evaluate such requests and make known the final opinion concerning the request, in writing, two weeks following the date of submission.
2. There shall be a position of Clerk of the Student Body Supreme Court so that such requests may be filed and evaluated properly.
3. The Chief Justice of the Student Body Supreme Court shall make this appointment.

## **Article XIV. Bylaw Changes**

## **Section A. Consideration**

All bylaw changes shall be considered by majority vote of the Student Body Congress.

## **Section B. Renumbering**

Any required renumbering of sections or parts of sections shall be performed automatically in order to keep the outline form of the Bylaws consistent.

## **Article XV. Definitions**

- Normal IUSA office hours: Monday through Friday, 9 a.m. to 4 p.m.
- Individual office hours: time during which an individual will normally be available at his or her office space in the IUSA office.
- Day: any weekday during which classes meet on the IU Bloomington Campus or weekdays falling between class sessions (i.e., between Second Summer Session and Fall Session).
- Oversight: standing committees shall review and help coordinate activities of assigned department Chiefs, Directors, and staff.
- Emergency: a situation in which the IUSA will be unable to operate effectively.
- A proxy shall be defined as:
  - One who has been selected by a Member of Congress and who has indicated to the Speaker of the Congress, in a written statement, of his or her choice of a proxy at least 1 hour prior to the Congressional meeting via University email or signed paper message.
  - One who will count toward quorum and have full voting rights in any matter that may come before the Student Body Congress as long as the proxy is from that Congressional Member's constituency and concurrently holds no position in either the Legislative, Executive, or Judicial branches of IUSA.



## **APPENDIX A: THE IUSA ELECTION CODE**

*REVISED 1/17/2017*

### **TITLE I: The Election Commission and Election Timeline.**

- Section 101: Independence and Mandate of Election Commission.
- Section 102: Structure and Composition of the Election Commission.
- Section 103: The Election Commission Supervisor.
- Section 104: Conflict of Interest.
- Section 105: Failure of Duty.
- Section 106: Responsibilities of the IUSA Election Commission.
- Section 107: Responsibilities of the Chair of the Election Commission.
- Section 108: Election Timeline.
- Section 109: Single Ticket Election.
- Section 110: Transparency.
- Section 111: Technical Requirements for Submissions to the Election Commission.
- Section 112: Internal Committee Structure of the Election Commission.

### **TITLE II: Checks and Balances on the Election Commission.**

- Section 201: Appeals of Decisions of the Election Commission.
- Section 202: Acceptance of Appeals.
- Section 203: Procedure for Appeals after Acceptance by the Supreme Court.
- Section 204: The Election Commission Supervisor's Report.
- Section 205: Extraordinary Discoveries of Evidence After Submission Deadlines.

### **TITLE III: Responsibilities of the Supreme Court.**

- Section 301: General Authority.
- Section 302: Authority to Reverse Decisions of the Election Commission.
- Section 303: Certification of the IUSA Election.
- Section 304: Installation of new IUSA Officers.
- Section 305: New Elections.

### **TITLE IV: Responsibilities of Congress.**

- Section 401: General Responsibility.
- Section 402: Oversight of this Appendix and the Procedural Election Code.
- Section 403: Amending this Appendix to the Bylaws and the Procedural Election Code.

### **TITLE V: Responsibilities of the Executive.**

- Section 501: General Responsibility.
- Section 502: Maintaining a Fair Election.

**Preamble:** This Election Code is enacted for the purpose of providing fair and equal opportunities for all IUSA members to run for Congressional or Executive office and to provide fair and equal opportunities for all IUSA members to participate in the electoral process.

## **TITLE I: The Election Commission and Election Timeline.**

### **Section 101: Independence and Mandate of Election Commission.**

The Election Commission is responsible for planning and administering each IUSA election in accordance with the rules and procedures outlined in this Code. Members of the Election Commission are prohibited from serving in any other IUSA roles in the Executive, Legislative, and Judicial branches during their tenure on the Election Commission. Additionally, current or past members of the IUSA Election Commission are prohibited from running for any Executive or Legislative position within IUSA unless the individual who wishes to run voluntarily left or was removed from office prior to the beginning of the academic year in which said elections are to be held.

### **Section 102: Structure and Composition of the Election Commission.**

The Election Commission shall be a self-sustaining, independent body within IUSA free of any undue influence from the Congressional, Judicial, or Executive branches of IUSA. Correspondingly, the Election Commission should internally be independent and avoid Conflict of Interest. The Election Commission shall consist of eleven (11) voting Election Commissioners representing a variety of ages, experiences, and backgrounds. These eleven members will serve as long as they are undergraduate or graduate students at Indiana University Bloomington. The Election Commission shall be responsible for self-managing its membership under the supervision of the Election Commission Supervisor.

### **Section 103: The Election Commission Supervisor.**

At the beginning of every academic year, the returning members of the Election Commission will select a Supervisor which has the following responsibilities:

- Overseeing the annual application and onboarding process
- Verifying that every Election Commissioner has the ability to complete their duties unbiasedly and fairly
- Advising the Election Commission on the current state of the bylaws and procedural election code
- Advising the Election Commission on any proposed changes to the bylaws or procedural election code
- Working to ensure that the Election Commission acts to uphold the bylaws and procedural election code
- Acting to oversee the Election Commission's internal Conflict of Interest procedures

### **Section 104: Conflict of Interest.**

A Conflict of Interest (COI) is a set of circumstances that creates a risk that professional judgment or actions regarding the prime directives of the Election Commission will be unduly influenced by a secondary interest. Within one week of the application deadline, every Election Commissioner will review the list of candidates and declare any COI they may have based on previous or current relationships with the candidates including any professional or social connections. Every Election Commissioner's statement of COI will be released per Section 110 in a Stated Conflict of Interest Report. Whenever the Election Commission is presented with a case which may lead to COI situation, the Election Commission Chair will designate to an individual Commissioner with no stated COI the completion of a COI Compliance Report. Until the completion of this report, any Commissioner with a possible COI will abstain from participating in Election Commission decisions.

### **Section 105: Failure of Duty.**

It shall be designated as a failure or duty if any Commissioner works, speaks, or performs publicly or privately for or against any candidate or referendum. It shall also be a failure of duty if a Commissioner fails to perform the responsibilities stated in Section 106 or 107 or allows an unresolved COI situation to influence an Election Commission decision. The Election Commission shall designate means and procedures in the Procedural Election Code for any member of IUSA to petition the Election Commission.

### **Section 106: Responsibilities of the IUSA Election Commission.**

IUSA Congress will allocate appropriate funds to the Election Commission to accomplish the tasks set forth herein. The Election Commission shall:

- Organize, plan, and publicize all IUSA Elections and referendums as per the timeline in Section 108;
- Actively seek to increase awareness of IUSA among the student body throughout the academic year and especially during election season;

- Aim to increase voter turnout;
- Publicly announce and promote all events stated in the election timeline;
- Act to enforce all rules and regulations contained within this Code;
- Act as the overseeing body of all referendum procedures;
- Issue public advisory opinions to any individual or body requesting interpretation of this Code;
- Verify that all executive candidates meet the requirements for candidacy
- Request from the IUSA Supreme Court certification of the IUSA Election Results;
- Hear all properly filed complaints according to the guidelines set forth in the Procedural Election Code;
- Take necessary measures to advertise both the Callout and election process in general, using means including but not limited to social media, fliers, and the Indiana Daily Student;
- Issue public statements on a regular basis and directly in response to issues of public concern.
- Designate Election Commissioners to each eligible ticket to provide guidance and answer questions about the Code;
- Designate an official liaison with technology services in the management of the online voting system; and,
- Maintain and make publicly available a Procedural Election Code dictating Election Commission procedures and rules.

### **Section 107: Responsibilities of the Chair of the Election Commission.**

The Chair shall:

- Oversee and coordinate the Election Commission's proceedings;
- Execute the decisions of the Election Commission;
- Report to Congress and the Executive branch on behalf of the Election Commission;
- Make a sample ballot available for review by all candidates, and notify all candidates that the sample ballot is available for review no later than one (1) week prior to the election;
- Oversee the redaction of sensitive information from documents which will be published online;
- Address all claims of voter fraud and technical malfunction before releasing final vote counts; and,
- Execute and administer the tabulation of the ballots pursuant to the required blinding procedures.

### **Section 108: Election Timeline.**

Each of the following events must occur in each election cycle with the inclusion of additional events being at the discretion of the Election Commission. Unless otherwise noted, the Election Commission shall publicize each event at least two weeks before its occurrence:

- Call-Out. There shall be one campus-wide callout for the IUSA Election that will occur no later than four (4) weeks before the election. This call-out shall serve as a general introduction to the IUSA Election, including a timeline of events for the IUSA Election. It shall also give all who are interested in becoming candidates an opportunity to ask questions about the IUSA Election.
- Applications. Applications shall be made available to the Student Body no later than one (1) week after the call-out meeting and shall be due no later than two (2) weeks before the election. Candidates will also be required to provide proof of residency or proof of academic eligibility in accordance with Title II of the Election Code when submitting an application.
- All-Candidate Meeting. There shall be at least one all-candidate meeting, and the first shall be held the week after the applications are due. Each registered ticket must have at least one (1) representative present at the all-candidate meeting. If a ticket does not have a representative present at the All-Candidate Meeting, or does not notify the Election Commission twenty-four (24) hours in advance the ticket will be disqualified.
- Debate. A debate shall occur during the campaign period. All groups of executive candidates shall be required to participate in the debate. The Election Commission will have full discretion over the planning, rules, and procedures of this debate.
- Withdrawal of Name from Ballot. Any candidates wishing to withdraw their name from the ballot must provide a written request for a withdrawal from the election to the Election Commission no later than one (1) week before the IUSA Election begins. If the Election Commission approves the request for withdrawal, the process to replace the candidate will begin. The ticket has one (1) business day to submit a replacement candidate and application form to the Election Commission. The Election Commission will rule on the eligibility of the candidate within one (1) business day. If the replacement candidate is ruled

eligible, the Election Commission will notify all tickets of the change.

- Review of Ballot. Each candidate shall have the opportunity to review the official ballot no later than one (1) week prior to the beginning of the IUSA Election and shall bring any issues of accuracy to the Election Commission within two (2) days. Unless otherwise directed by the Election Commission, no other ballot review requests may be honored.
- Testing the Election System. The Election Commission shall verify that the online voting system works by testing the system at least twenty-four (24) hours in advance of the polls opening.
- IUSA Election. The IUSA Election shall be held in the spring semester, on any two (2) consecutive days occurring on a Tuesday, Wednesday, and/or Thursday at least two (2) weeks after the first All-Candidate Meeting. The Election Commission shall select and publicly announce the election dates by the first day of class of the spring semester.

### **Section 109: Single Ticket Election.**

In the case that only one (1) ticket applies to run for IUSA by the application deadline, no further applications will be accepted, and no exceptions will be made. As IUSA elections serve to raise awareness of the student government among the student body as a whole, elections will still occur according to the mandated timeline. The Election Commission will oversee these elections, and the candidates of the unopposed ticket will be required to campaign on both days of the election.

### **Section 110: Transparency.**

The Election Commission will publicly post all documents of predetermined types on the IUSA website for at least three (3) years. Sensitive personal information will be redacted under the oversight of the chair, who will provide unredacted copies on request. These documents must be posted within five (5) class days of receipt by the Election Commission. Documents which are automatically posted online include, but are not limited to: financial statements, advisory opinions, complaints and all accompanying reply briefs, and commission rulings. The Election Commission will also automatically inform the Dean of Students, Chief Justice of the Supreme Court, and any involved parties of relevant submissions. After the election and before the deadline to file complaints and reply briefs, the Election Commission must post all documents within twelve (12) hours of the submission deadline to the Election Commission, petitioners may, pursuant to this section, request an extension of up to twelve (12) hours past the deadline to submit documents. Requests will only be granted if received before the deadline requesting exemption from. Any member of IUSA who wishes to add another class of documents to the requirements may petition the Election Commission via Section 111.

### **Section 111: Technical Requirements for Submissions to the Election Commission.**

All submissions to the Election Commission shall follow the standardized procedure for submissions to the Election Commission. These procedures shall be posted and publicized on the IUSA website before the first day of the spring semester. Submissions may be rejected if they violate this procedure and tickets may be penalized for repeated or egregious violations.

### **Section 112: Internal Committee Structure of the Election Commission.**

The Election Commission will form committees based on the needs and the priorities of the commission for the given year. These committees and their chairs shall be publicly announced before the first day of the spring semester and their structure and responsibilities shall be publicly posted on the IUSA website.

## **TITLE II: Checks and Balances on the Election Commission.**

### **Section 201: Appeals of Decisions of the Election Commission.**

All decisions of the Election Commission and Student Body Congress may be appealed to the Supreme Court. Following any decision or action of the Election Commission, any party involved in the decision or action may petition the Supreme Court for a writ of certiorari. Each appeal must be filled through an online submission form defined in Section 111 that will be distributed publicly and directly to tickets which declared by the deadline. The appeal must contain a statement of the specific decision made by the Election Commission, an argument for why the decision should be overturned, and a specific request for relief. The appellant(s) may attach exhibits to the appeal that serve as documentation necessary to support the allegations stated in the appeal. However, these exhibits cannot independently contain arguments. The appellant(s) must submit the appeal no later than forty-eight (48) hours after the Election Commission posts its decision for public review.

### **Section 202: Acceptance of Appeals.**

The Supreme Court shall set its own guidelines for determining whether to accept an appeal, unless specified otherwise in the bylaws, or constitution, regardless of whether the appeal is filed properly or improperly. If the Supreme Court chooses not to hear an appeal, the decision of the Election Commission shall stand. All election related appeals shall be governed by the procedures set in the Procedural Election Code.

### **Section 203: Procedure for Appeals after Acceptance by the Supreme Court.**

Upon acceptance of an appeal, the Supreme Court must immediately notify the Election Commission who will publicly distribute the writ of certiorari. From this time of public distribution, petitioners wishing to submit reply briefs have either forty-eight (48) hours or until noon on the first day of class following public release, wherein the longer period of time will be the deadline. In order to be properly filed, reply briefs must satisfy the technical requirements stated in Section 111 and released by the Election Commission. For all accepted appeals, the Supreme Court shall be confined to the evidence presented in front of the Election Commission when it made its determination, the petition submitted by the appellant(s), and any reply briefs. The Supreme Court shall set, and then advertise, a date, time, and location for the appeal hearing. This appeal hearing must occur within four (4) class days of the deadline for submission of reply briefs. The appeal hearing shall be open to the public and conducted as governed by the internal rules of the Supreme Court. The Supreme Court shall issue a decision within forty-eight (48) hours of the end of the hearing and provide a copy of the decision to the President, the Election Commission, and all other parties to the dispute.

### **Section 204: The Election Commission Supervisor's Report.**

If the Election Commission Supervisor believes that the Election Commission is acting in clear error, the Supervisor may bring the matter directly to the attention of the Election Commission and, by majority vote of the Election Commission, the Election Commission will agree or disagree with the Supervisor's determination. This vote and the opinion of the Supervisor will be released publicly per Section 110. The Supervisor has exclusive oversight over the Election Commission's membership and any proposed changes to the bylaws or procedural election code, but may only act to issue a report on any decision of the Election Commission. The Supervisor's Reports are non-binding to the Election Commission, but the decision of the Election Commission to agree or disagree may be appealed to the Supreme Court which can compel the Election Commission to follow the Supervisor's recommendation.

### **Section 205: Extraordinary Discoveries of Evidence After Submission Deadlines.**

If any member of IUSA discovers extraordinary evidence (e.g. evidence which they believe may have altered Election Commission decisions) and can show with good faith that such evidence could not be produced before the submission deadline, the member of IUSA may petition the Supreme Court before the Supreme Court certifies the election. The Supreme Court will determine if the evidence could not have reasonably been produced before the submission deadline, and if so, there is a significant chance that it would have changed any decisions issued by the Election Commission to the degree that the results of the election may be altered. If the Supreme Court determines that this significance is present, they compel the Election Commission to reconsider their decisions incorporating the new evidence.

## **TITLE III: Responsibilities of the Supreme Court.**

### **Section 301: General Authority.**

No IUSA Election shall be considered valid until the Supreme Court certifies the results of the IUSA Election. The Supreme Court shall have the final authority over all properly appealed IUSA Election and referendum disputes.

### **Section 302: Authority to Reverse Decisions of the Election Commission.**

The Supreme Court shall have the full and final authority over all accepted appeals of Election Commission decisions and any subsequent action by the Congress.

### **Section 303: Certification of the IUSA Election.**

The Election Commission shall submit all financial statements, complaints, reply briefs, evidence, and advisory opinions to the Supreme Court once all documents have been verified and finalized. The Supreme Court shall then certify the results of the IUSA Election. If the results of the Election Commission's decisions, hearings, etc. are properly appealed to the Supreme Court, the Supreme Court shall certify the results of the IUSA Election only after these complaints and appeals have been heard and resolved. Certification of the results shall not occur until

at least twenty-four (24) hours have passed following the final deadline for properly filed complaints.

**Section 304: Installation of new IUSA Officers.**

The Supreme Court shall install new IUSA officers as set forth in the IUSA Constitution and Bylaws.

**Section 305: New Elections.**

The Supreme Court shall have the authority to invalidate an entire IUSA Election, or a portion thereof, and order a new election of what has been invalidated. This shall occur only after the Supreme Court has reviewed a complaint, on appeal from the Election Commission, which requests an entirely new IUSA Election, or a portion thereof, and the petitioner has demonstrated that either a serious violation of this Code has occurred, or that other rules and regulations grossly influenced the outcome of the results they are contesting.

**TITLE IV: Responsibilities of Congress.**

**Section 401: General Responsibility.**

Congress shall not have the authority to restrict any voter's right to endorse or assist any candidate, except for those voters who sit on the Election Commission, the Supreme Court, or any individuals involved in conducting electoral procedures.

**Section 402: Oversight of this Appendix and the Procedural Election Code.**

The IUSA Congress shall evaluate this appendix to the IUSA Bylaws and the Procedural Election Code ("the two codes") on an annual basis no later than February 1 in order to address any inconsistencies, confusion, or undesirable effects caused by the two codes in the previous IUSA Election. The IUSA Congress shall designate a body to liaise with the Election Commission and propose joint proposals to change the two codes. This designated body shall be communicated to the Election Commission as soon as possible after the formation of a new Congress.

**Section 403: Amending this Appendix to the IUSA Bylaws and the Procedural Election Code.**

The IUSA Congress shall only make changes to this appendix to the IUSA Bylaws in the form of joint Election Commission-Congress proposals which are acceptable and signed by both the designated Congressional body or member and the IUSA Election Commission. Congress must respond and return a response proposal within ten (10) class days of receiving a proposed change from the Election Commission. Similarly, the Election Commission may only make changes to the Procedural Election Code through joint Election Commission-Congressional proposals and the Election Commission must respond within ten (10) class days of any proposed changes sent from Congress.

**TITLE V: Responsibilities of the Executive.**

**Section 501: General Responsibility.**

The Executive shall have the responsibility to independently promote the IUSA Election through a joint Election Commission-Executive plan determined in the semester before the election.

**Section 502: Maintaining a Fair Election.**

The Executive will forward all queries related to the election to the Election Commission and may not in any capacity offer advice or knowledge to any individual candidates or future candidates without releasing the advice either to the Election Commission or to the public (e.g. all candidates).

## **APPENDIX B: UNETHICAL FINANCIAL ACTIONS AND POSSIBLE ACTIONS OF RECOURSE**

*PROPOSED 12/06/2011*

1. The following acts are to be considered breaches of IUSA policy with regards to financial matters:
  - a. Willful and gross underestimation of budgetary items.
  - b. Gross over-•-expenditure on a budgetary item.
  - c. Failure to notify the IUSA Treasurer immediately should it become necessary to overspend on a budgeted item.
  - d. Misappropriation of funds.
  - e. Forgery.
  - f. Failure to repay a loan in a timely manner.
  - g. Failure to provide accurate and itemized receipts on expenditures.
  - h. Failure to notify the IUSA Treasurer within a reasonable period of time preceding an expenditure to be made for a budgeted item without the SOA card.
  - i. Negligence in the handling of the SOA card.
  - j. Misrepresentation of a financial situation in any way when it becomes necessary to notify the IUSA Treasurer of said situation.
  - k. Any other act which the IUSA Treasurer may see as illegal, unethical, or inappropriate with regards to IUSA financial matters.
2. The Congressional Affairs Committee is empowered to review all cases of reported breaches of IUSA policy with regards to financial matters. All sponsors of the resolution under which unethical financial actions were taken will be reviewed by the Congressional Affairs Committee to determine responsibility for the over-•-expenditure. In case of a departmental over-•-expenditure, the Chief will be reviewed; for the Supreme Court, the Chief Justice.
3. The following actions by the Congressional Affairs Committee are to be considered as possible actions of recourse with regards to illegal, unethical, or inappropriate financial actions:
  - a. The freezing of an SOA account
  - b. Mandating that an account be externally managed.
  - c. The impound of an SOA card and books.
  - d. Non-•-reimbursement of some or all of an expenditure.
  - e. Partial or total loss of stipend.
  - f. Reprimand.
  - g. Impeachment.
  - h. Referral to the appropriate judicial or law enforcement agency.
  - i. Any combination of the above.
  - j. Any other action that is deemed appropriate by the Student Congress.
  - k. No action.