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ARTICLE I. OFFICE OF THE PRESIDENT

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

Subsection i. Chief Executive Officer

The President of the Student Government shall be the chief executive officer and the chief spokesperson of the Student Government, responsible for the development and execution of advocacy programs and policy in the interest of the student body.

Subsection ii. Non-legislative committees

The President shall be empowered to appoint the Chair of all non-legislative committees.

Subsection iii. Presidential Appointments

The President shall be empowered to appoint students to any and all bodies on which the Student Government as a whole is represented. This includes the Board of Trustees, University working groups and committees of the Faculty Senate.

Subsection iv. Cabinet Appointments

The President shall be empowered to create any position they deem useful to aid in the execution of their responsibilities and to appoint a student thereto. This shall be done by executive order with such orders conveyed to the Senate. Such appointments shall require the advice and consent of the Senate if the student holding such a position is paid from, or holds authority over student funds; otherwise the appointment is completely at the President's discretion during good behavior.

Subsection v. State of the Student Government Report

"A State of the Student Government" report shall be delivered by the President when the fall and spring election results are certified.

Subsection vi. Speaking Privileges

The President shall have speaking privileges in the Undergraduate Senate, but shall not vote. All executive directors serving under the President shall enjoy the same privilege.

Section 2. Student Advocacy Center

Subsection i. Director

There shall be established a Student Advocacy Center (SAC) with a Director under the authority of the President.

Subsection ii. Appointment

The Director of SAC shall be appointed by the President with the advice and consent of the Undergraduate Senate.

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Subsection iii. Responsibilities

The Director of SAC shall be responsible for assisting students with problems and inquiries relating to university policies affecting students.

Subsection iv. Consultants

SAC members shall act as consultants in cases where students require assistance in dealing with the Conduct Council, academic offices, and other university related problems.

Subsection v. Advocacy

SAC shall be responsible for Student Government advocacy related to the rules and regulations to which undergraduate students are subject.

Section 3. Department of Women's Initiative

Subsection i. Directors

There shall be established a Women's Initiative with a Director under the authority of the President.

Subsection ii. Appointment

The Director of Women's Initiative shall be appointed by the President with the advice and consent of the Undergraduate Senate.

Subsection iii. Advocacy

Women's Initiative shall be responsible for Student Government advocacy related to sex, gender and identity issues.

Subsection iv. Programming

Women's Initiative shall serve as a resource for the entire campus community on matters of reproductive health and women's issues generally, and shall create programming to promote awareness of these issues.

ARTICLE II. OFFICE OF THE VICE PRESIDENT

Section 1. Duties, Power, and Responsibility of the Vice President

Subsection i. Responsibilities

The Vice President of the Student Government is responsible for campus-wide programming offered by the Student Government. The Vice President shall strive to create programs and events promoting unity amongst the groups of the University Community and shall assume all duties relating to programming not explicitly delegated to another executive.

Subsection ii. High-profile Programming

The Vice President shall especially take responsibility for functions and programming of a regular, traditional and/or high-profile nature that fall under the purview of the Student Government. These include Founder's Day events, etc. The Vice President shall take special care to appoint subordinates to

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coordinate such events as they see necessary under the provisions of Subsection 4 below.

Subsection iii. Class & School Councils

The Vice President shall be responsible for coordinating with the various Class and School Councils to provide programming that recognizes each constituency while promoting unity amongst the whole student body. The Vice President shall also be responsible for assisting Council Presidents in nominating candidates to fill vacancies on the Councils.

Subsection iv. Appointment Power

The Vice President shall be empowered to create any position they deem useful to aid in the execution of their responsibilities and to appoint a student thereto. This shall be done by executive order with such orders conveyed to the Senate. Such appointments shall require the advice and consent of the Senate if the student holding such a position is paid from, or holds authority over student funds; otherwise the appointment is completely at the Vice President's discretion during good behavior.

Subsection v. Speaking Privilege

The Vice President shall have speaking privileges in the Undergraduate Senate, but shall not vote. All executive directors serving under the Vice President shall enjoy the same privilege.

Section 2. Student Union Board

There shall be established a Student Union Board (SUB) with a Director under the authority of the Vice President.

Subsection ii. Appointment

The Director of SUB shall be appointed by the Vice President with the advice and consent of the Undergraduate Senate.

Subsection iii. Purpose

The Director of SUB shall be responsible for providing programming such as concerts, comedians, and cinema to the Undergraduate Student Body.

Subsection iv. Responsibilities

The Director shall also be responsible for the logistics, publicity, and volunteer coordination for all of their events and with the consent of the Vice President is empowered to create positions.

Subsection v. University Policy

All actions taken by SUB shall be within the purview of University policy and shall not contradict any directives or legislation produced by the Undergraduate Senate.

Section 3. Kennedy Political Union

Subsection i. Director

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There shall be established a Kennedy Political Union (KPU), with a Director under the authority of the Vice President.

Subsection ii. Appointment

The Director of the KPU shall be appointed by the Vice President with the advice and consent of the Undergraduate Senate.

Subsection iii. Purpose

The Director of KPU shall be responsible for providing high-quality speakers of interest to the campus.

Subsection iv. Responsibilities

The Director shall also be responsible for the logistics, publicity, and volunteer coordination for all of their events and with the consent of the Vice President is empowered to create positions.

Subsection v. University Policy

All actions taken by KPU shall be within the purview of University policy and shall not contradict any directives or legislation produced by the Undergraduate Senate.

ARTICLE III. OFFICE OF THE COMPTROLLER

Section 1. Duties, Power, and Responsibility of the Comptroller

Subsection i. Financial Officer

The Comptroller shall function as the chief financial official of the Student Government, and must personally authorize and put under their signature any document or agreement which carries financial obligation for the Student Government. In this capacity the Comptroller shall also represent the Student Government in any capacity which involves the fiduciary affairs of the university.

Subsection ii. Income & Expenditures

The Comptroller of the Student Government shall keep a record of all income and expenditures of the Student Government in a method that is in accordance with standard accounting procedures and in accordance with the Controller of the University.

Subsection iii. Security & Maintenance

The Comptroller shall be responsible for security of the offices, office management and the human resources.

Subsection iv. Appointment Power

The Comptroller shall be empowered to create any position they deem useful to aid in the execution of their responsibilities and to appoint a student thereto. This shall be done by executive order with such orders conveyed to the Senate. Such appointments shall require the advice and consent of the Senate if the student holding such a position is paid from student funds, or holds any

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authority over the same; otherwise the appointment is completely at the Comptroller's discretion during good behavior.

Subsection v. Financial Reports

The Comptroller shall publish a report on the fiscal activities of the Student Government monthly, which shall be made public before the first of each month.

Subsection vi. Speaking Privileges

The Comptroller shall have speaking privileges in the Undergraduate Senate, but shall not vote. All directors serving under the Comptroller shall enjoy the same privilege.

ARTICLE IV. OFFICE OF THE SECRETARY

Section 1. Duties, Powers, and Responsibilities of the Secretary

Subsection i. Duties

The Secretary shall oversee all Student Government communications, Internet services, outreach to students and student organizations, recruitment.

Subsection ii. Appointment Power

The Secretary shall be empowered to create any position they deem necessary to aid in the execution of their responsibilities and to appoint a student thereto. This shall be done by executive order, with such orders conveyed to the Senate. Such appointments shall require the consent of the Senate if the student holding such a position is paid from, or holds authority over student funds; otherwise the appointment is completely at the Secretary's discretion during good behavior.

Subsection iii. Speaking Privileges

The Secretary shall hold speaking privileges in the Undergraduate Senate, but shall not vote. All executive directors serving under the Secretary shall enjoy the same privilege.

ARTICLE V. THE EXECUTIVE BOARD

Section 1. The Role of the Executive Board

Subsection i. Composition

The Executive Board shall be composed of the four elected executives of the Student Government.

Subsection ii. President

The President of the Student Government shall be the presiding officer of the Executive Board.

Subsection iii. Purpose

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The Executive Board shall make internal policy for the executive branch of the Student Government.

Subsection iv. Summer Powers

The Executive Board shall be the interim policy-making body for the Student Government during the Undergraduate Senate's summer recess.

Subsection v. Limitations

At no time in any of these capacities shall the Executive Board contradict standing legislation of the Undergraduate Senate or amend the governing documents of the Student Government.

Subsection vi. Effective Date

The Executive Board shall assume power the May 1 after their elections are certified.

Section 2. Executive Orders

Subsection i. Purpose

Executive orders establish internal policy for the executive branch.

Subsection ii. Collective Issue

Executive orders shall be the collective issue of the Executive Board.

Subsection iii. Effect

Executive orders shall take effect with the signature of the President and another executive or with the signatures of a simple majority of the Executive Board.

Subsection iv. Limitations

Executive orders may not specifically define or control the practices of an individual executive or their cabinet, nor may they set policy for other branches of the Student Government.

Subsection v. Appointments

Executive orders for the appointment of officers and offices require only the signature of the supervising executive. Such executive orders may not serve any purpose other than said appointment.

Subsection vi. Executive Directors

Executive directors are appointed by the all four members of the Executive board and serve at the pleasure of the Executive board.

ARTICLE VI. INAUGURAL OATH

All members of the Student Government must recite an oath upon the certification of an election, transition, or upon their appointment. At the time in which a member is sworn in they shall read the following as they raise their right hand: "I (state your name) do solemnly swear | that I will diligently and

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faithfully | execute the duties and responsibilities | of the office of (office name), | that I will abide by the governing documents | of the Student Government | and that I will work to my fullest abilities | to promote the interests and welfare | of the students of American University."

ARTICLE VII. THE JUDICIAL BOARD

Section 1. Members of the Judicial Board

Subsection i. Chair

There shall be a Chair of the Judicial Board, appointed by the President and Speaker with the approval of the Senate.

Subsection ii. Associate Members

There shall be four (4) associate members of the Judicial Board. Two (2) shall be appointed by the President and two (2) by the Speaker. All four require the approval of the Senate.

Subsection iii. Term Limits

The members of the Judicial Board shall serve as long as they remain in good behavior and standing.

Section 2. The Judicial Register

Subsection i. Approval Procedure

The Judicial Board shall create its own Judicial Register subject to a yearly approval and amendment by the Undergraduate Senate. A two-thirds vote of the Undergraduate Senate shall confirm the Judicial Board Judicial Register.

Subsection ii. Chair

The Chair of the Judicial Board shall be responsible for coordinating the development and review of the Judicial Register of the Judicial Board and shall submit the Judicial Register for the consideration of the Undergraduate Senate no later than the third meeting of each convened session of the Undergraduate Senate.

Subsection iii. Final Authority

The Judicial Board shall serve as the final authority on the procedure and governing documents of the Student Government.

Subsection iv. Process

Any student may submit an inquiry to the Board for consideration. Upon receipt of the inquiry, the Chair of the Board shall convene the Judicial Board within five (5) business days to consider the inquiry. The Board shall construct and approve a response with a majority vote.

Subsection v. Presentation

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The Chair must present any rulings made by the Judicial Board at the next scheduled Undergraduate Senate meeting. The Board shall delineate the legal texts used in making their determination, as well as the reasoning given for the decisions.

Section 3. Parliamentary Inquiries

Subsection i. Final Arbiter of Appeals

The Judicial Board shall be the final arbiter of appeals to the decision of the Speaker or the Parliamentarian in the Senate.

Subsection ii. Limitations

The Board may only intercede in a parliamentary dispute on appeal from an aggrieved party. The Board may only intercede if the Committee on Rules and Privileges has rendered unfavorable judgment to said party.

Subsection iii. Process

The Board, upon receiving such an inquiry, shall handle it via the same process as any other.

ARTICLE VIII. ELECTIONS

Section 1. Standards for Elections

Subsection i. Elections

Elections are to be held for seats in the Undergraduate Senate, the four Executive positions, seats on class and school councils, and any other office provided in the Constitution and Bylaws.

Subsection ii. Occurrence

Elections shall be held at least twice yearly. Spring elections shall choose all extant school and class councils and all elective Executive positions. Fall elections shall choose all members of the Senate, the freshman class council, and all school and class council seats which remain vacant for whatever reason. Special elections may occur as provided by the Senate or a state of exception. Those elected shall be the candidate(s) obtaining the plurality of the popular vote amongst their electorate.

Subsection iii. Special Elections

In accordance with the Constitution, the Commission will hold within 30 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 30 additional academic days. An extension may not be extended.

Subsection iv. Referenda

Referenda may be called on any issue by a two-thirds (2/3) vote of the Undergraduate Senate or petition of ten percent (10%) of the student body. Such a referendum shall be held at the next scheduled election unless other provisions are made in the referendum itself. Referenda shall be

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considered passed if they attain a simple majority of votes except amendments to the Student Government Constitution, which shall require a two-thirds (2/3) majority.

Subsection v. Methodology

Elections may be held online or using paper ballots at the discretion of the Elections Commission. If available, online polling is to be preferred; otherwise paper ballots may be used at designated polling places. Regardless of preference the conduct and results of elections conducted by any method will, where possible, make use of the same standards. Either form shall be treated as authoritative.

Subsection vi. Qualifications to Run

Candidates for elected Executive positions must have a minimum of forty-five (45) credits and be in a degree-granting program at the time of the election. Candidates for class council positions, or for Undergraduate Senate positions representing a particular class, must be a member of that class under university academic criteria at the time of the election. 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 Joint Committee on Elections Policy, Members of the Elections Commission, Members of the Office of the Prosecutor, 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 elections related activities pertaining to their offices.

Subsection vii. Qualifications to Vote

Any 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 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 2. Elections Commission

Subsection i. Purpose

There shall be the AUSG Elections Commission that will act as an independent commission led by a commissioner. The Elections Commission shall be responsible for administering all AUSG elections.

Subsection ii. Composition of the Elections Commission

The Elections Commission shall be led by a Commissioner. The Commissioner shall be empowered to create any positions within the Elections Commission to ensure the effective, efficient, and consistent administration of all American University Student Government Elections. Members are to serve a purely administrative role and serve at the pleasure of the Commissioner. Members may not be involved in any campaigning during their term with the Elections Commission.

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Subsection iii. Commissioner

The Commissioner is the head of the Elections Commission, and will act as the chief administrator of elections. The Commissioner is jointly appointed by the President and the Speaker of the Undergraduate Senate, and confirmed by the Undergraduate Senate. The Commissioner will have a term of one (1) year starting following their confirmation by the Undergraduate Senate.

Subsection iv. Responsibilities of Commissioner

The Commissioner will be required to present a mid-year report to the Joint Committee on Elections Policy within two (2) weeks of the certification of the Fall election. The Commissioner, in conjunction with the Joint Committee on Elections Policy, will present a report reviewing the year of elections after Spring elections before the conclusion of the Commissioners term to the Undergraduate Senate. They will be responsible for keeping a running record of all elections policies and administrative procedures not explicitly defined by the governing documents or the Joint Committee on Elections Policy. The Senate, at its discretion, may call upon the Commissioner to report on the Elections Commissions' ongoing activities.

Subsection v. Vacancy of Elections Commissioner

In the event that the Commissioner position becomes vacant during an election cycle, the Joint Committee on Elections Policy shall instate an Acting Commissioner, by majority vote of the committee, until a new Commissioner is appointed and confirmed using the guidelines in Subsection 3 of this Section. The Joint Committee on Elections Policy will be responsible for issuing a nonbinding recommendation on a replacement Commissioner in accordance to the procedures outlined in Article VIII, Section IV, Subsection iv.

Subsection vi. Budget

The Elections Commissioner shall be the signatory of the new Elections Account. This account shall be named Elections General.

Section 3. Joint Committee on Elections Policy

Subsection i. Purpose

The Joint Committee on Elections Policy will be a continuous body established with the intentions of perpetually creating and reviewing Student Government elections policies.

Subsection ii. Composition and Membership

The Joint Committee will be composed of five (5) members, two (2) appointed by the Speaker, and three (3) appointed by the President. All appointees must be confirmed by the Undergraduate Senate. Members do not necessarily need to hold a position within Student Government. Applications for positions will be posted upon vacancy. Members serve for one (1) year. 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 Joint Committee on Elections Policy. In the event that a current member of the committee elects to run for a Student Government position or part-take as

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campaign staff, such person(s) are required to resign their seat and subsequent procedures will be followed to fill the vacant seats. The Speaker of the Undergraduate Senate will serve as an ex-officio non-voting member.

Subsection iii. Leadership

The Committee will internally elect a Chair to lead meetings and ensure the completion of the committee's ongoing responsibilities. The Committee will also elect a Vice Chair to assume the Chair's responsibilities upon their absence. Upon vacancy of either the Chair or Vice Chair, the Committee will congregate to fill the position(s) within one (1) week of vacancy. The Chair will maintain records of meetings and report regularly on the activities of the Committee. The Chair and Vice Chair are full voting members. The Chair is also responsible for providing minutes of meetings to the Office of the Speaker within forty-eight (48) hours of a meeting. The Speaker of the Undergraduate Senate may not be eligible to serve as an officer on the Committee.

Subsection iv. Responsibilities

The Joint Committee on Elections Policy 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 Prosecutor, are responsible for maintaining the Elections Policy Book, reviewing Judicial cases on elections violations, and ensuring the successful transition to a new Elections Commissioner upon vacancy. The Joint Committee is required to submit an updated Elections Policy Book for approval by the Undergraduate Senate two (2) weeks before the start of an election cycle. The Committee may change policies during an election cycle. No policy changes may be enforced *ex post facto*, but will take effect pursuant to the Standing Election Policy passed by the Joint Committee on Elections Policy. Moreover, the Joint Committee on Elections Policy 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. Official Policy Interpretations shall establish authoritative precedent that the Judicial Board may use in crafting their opinions. The Committee will also be responsible for certifying elections after receiving the official recommendation of the Elections Commissioner and Office of the Prosecutor.

Subsection v. Meetings

The Joint Committee on Elections Policy will hold meetings throughout the year to review the Elections Policy Book and associated violations. Meetings will be publicly announced and a written record of meetings will be maintained by the Chair. The meeting minutes should be provided by the Chair to the Office of the Speaker within forty-eight (48) hours of a meeting.

Subsection vi. Timetable

The Joint Committee on Elections Policy must be confirmed by the third meeting of the Senate in the Fall semester and vacancies filled, as needed, throughout the academic year. In coordination with the reports from the Elections Commissioner and Office of the Prosecutor, the Joint Committee on Elections Policy will review and submit an updated Elections Policy Book within two (2) weeks of the beginning of an election cycle for confirmation by the Undergraduate Senate. If no changes are being made or the proposed changes are not adopted, the most recently approved policy book is automatically adopted for the next election cycle.

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Section 4. Election Regulations

Subsection i. Purpose

There shall be an Elections Policy Book that will contain both elections policy and regulations. All Candidates and Campaigns are required to follow the elections regulations set forth in the AUSG governing documents, or be subject of penalties under the authority of the Judicial Register.

Subsection ii. Oversight

The Joint Committee on Elections Policy will review and submit to the Undergraduate Senate an updated Elections Policy Book within three (3) weeks of the close of elections. Failure to submit or disapproval by the Undergraduate Senate reinstates the previously approved Elections Policy Book.

Section 5. Election Oversight

Subsection i. Certification Procedure

The Joint Committee on Elections is to call forth a special meeting no sooner than three (3) hours after the close of polls pursuant to Subsection iv, Appeals of Elections. It is at this time that the Prosecutor and Commissioner shall report to the Joint Committee on Elections Policy, detailing 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 Joint Committee shall then vote to certify that the election was conducted in a manner free and fair, and was not tainted by voter disenfranchisement or abject corruption by a simple majority vote. Within thirty-six (36) hours, a special meeting of the Undergraduate Senate will be held as outlined in Subsection ii.

Subsection ii. Special Meeting on Elections

The Special Meeting of the Undergraduate Senate must meet within thirty-six (36) hours of the end of the Joint Committee on Elections Policy Special Meeting for Certification. The Chair of the Joint Committee on Elections Policy will present the certification decisions 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 Joint Committee for each individual race. If there are no motions, the Chair of the Joint Committee on Elections Policy will move on to the next race until all certifications have been announced. In the event of a motion to reconsider, the Speaker will require a second. If the motion is seconded, the Senate will move into a period of debate, then voting on the motion. Two-thirds (2/3) of the Undergraduate Senate are needed to overturn the decision of the Joint Committee on Elections Policy.

Subsection iii. Re-administration of a Decertified Election

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.

Subsection iv. Appeals of Elections

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If a candidate finds fault with the election due to voter disenfranchisement or object corruption, they must present their grievance at the Special Meeting of the Joint Committee on Elections Policy.

ARTICLE IX. THE UNDERGRADUATE SENATE

Section 1. Meeting Requirements

Subsection i. Location

Meetings of the Undergraduate Senate shall be held in a suitable location approved by the Speaker and publicly announced at least two (2) days in advance.

Subsection ii. Quorum

Business may only be conducted in the presence of a quorum of the Undergraduate Senate, which shall be defined as a majority of Senators.

Subsection iii. 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 (48) hours notice. The Speaker and the President, through Joint Order, may call for an emergency meeting provided four (4) hours notice.

Subsection iv. Special Meeting Requirements

During special meetings no other business may be conducted outside of the meeting's purpose.

Subsection v. Definition of Majority

A majority shall be defined as the smallest whole number of members of the Senate which exceeds fifty percent (50%) of those present and voting upon the attainment of quorum. Abstentions are to be counted as present and not-voting, and thus are not factored into a majority.

Section 2. Rules of Debate

Subsection i. Policy Book

The Senate shall set a policy book entitled the Rules of Debate and Decorum. These rules must be adopted by the second meeting of each session.

Subsection ii. Rules of Debate & Decorum

Until the new Undergraduate Senate adopts its own Rules of Debate and Decorum, the rules from the immediately preceding session shall remain in effect.

Subsection iii. Amending Rules of Debate & Decorum

A Senator may offer an amendment to the Rules of Debate and Decorum. The resolution shall receive a first reading in the Committee on Rules and Privileges. If the aforementioned committee votes for a positive recommendation then the Rules of Debate and Decorum shall be considered amended; the outcome and

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nature of the amendment to the Rules of Debate and Decorum shall be reported to the entirety of the Undergraduate Senate during committee reports in the next scheduled Senate meeting. Any senator may move to reconsider and bring the amendment to the floor of the Undergraduate Senate, after the Committee on Rules and Privileges has finished its report. A vote of two-thirds (2/3) of the Senators present shall be required to allow the amendment to be reconsidered by the full Undergraduate Senate.

Subsection iv. Suspension of Rules of Debate & Decorum

The Rules of Debate and Decorum may be suspended for means of expediency of discussion or any other means a Senator deems fit, by a vote of two-thirds (2/3) of the Senators present.

Section 3. First Meeting & Senator Orientation

Subsection i. Agenda

The set agenda of the first meeting of the Undergraduate Senate shall be as follows: I. Call to Order, II. Presentation of the Senators-Elect, III. Swearing-In of the Senators-Elect, IV. Roll Call, V. Public Comment, VI. Report from the Chair, VII. Election of a Speaker, a. Swearing-In of the Speaker, VIII. Public Comment, IX. Good of the Order, X. Adjournment.

Subsection ii. Orientation Session

The Speaker, Clerk, and Parliamentarian will jointly hold an orientation session for all senators and senators-elect prior to the second meeting.

Section 4. Legislation

Subsection i. Consideration

The Senate shall be empowered to consider all legislation in the manner prescribed by the policy book entitled the Rules of Debate and Decorum, as well as the constitutionally prescribed parliamentary authority.

Subsection ii. Executive Action

All legislation requiring action by the SG Executives shall be turned over to the SG President for signature or veto within forty-eight (48) hours of their passage by the Senate.

Subsection iii. Veto

Any legislative act that the President fails to sign or veto within seventy-two (72) hours of receipt shall take effect immediately.

Subsection iv. Types of Legislation

Legislation may be considered by the Senate as a Bill, a Directive, a Resolution, a policy book, or a Co-Active Resolution.

Subsection v. Bill

A bill is a binding piece of legislation that can appropriate funds, create or dissolve departments within the Executive Branch, amend the Bylaws, set policy on advocacy issues, or otherwise establish and change the policies of the Student Government, both internal and external. A bill must have two readings

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before the whole body of the Senate, though the first may be waived, and is introduced to the body according to policies set by the Speaker in a legislative order. A bill is passed with a majority vote unless it amends the Bylaws, in which case it is passed with a two-thirds (2/3) vote. It is subject to executive veto.

Subsection vi. Directive

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 may not contradict or violate policies established by any bill or the Governing Documents. A directive is passed with a two-thirds (2/3) vote. It is subject to executive veto. Should a directive be passed, the Office of the Speaker shall be responsible for recording and conveying it to the executives in question as well as any of their relevant superiors.

Subsection vii. Resolution

A resolution is a non-binding piece of legislation that can express the sentiment of the body on an issue, discuss new circumstances that highlight old policy, or underscore other matters of symbolic import. A resolution requires only one reading before the whole body of the Senate and is introduced to the body according to policies set by the Speaker in a legislative order. A resolution is passed with a majority vote. It is not subject to executive veto.

Subsection viii. Policy Book

A policy book is a binding piece of legislation outlining the policies of the Student Government or one of its organs regarding a specific area of policy, such as election regulations or the Rules of Debate and Decorum within the Undergraduate Senate. A policy book cannot be submitted to the body by an individual senator, but is an item brought up when provided for in the governing documents. A policy book must be reconsidered before the full body of the Senate every session and is introduced to them according to the provisions of the governing documents and the policies of the Speaker. A policy book requires two readings before the full body of the Senate, though the first may be waived, and is passed with a two-thirds (2/3) vote. It is not subject to executive veto.

Subsection ix. Co-Active Resolutions

A Co-Active Resolution is a binding piece of legislation, unless explicitly stated to the contrary within the Co-Active Resolution as non-binding expression of the sentiments of the American University Student Government and the Residence Hall Association. A Co-Active Resolution can express the sentiment of the American University Student Government Undergraduate Senate and the Residence Hall Association General Assembly, discuss new circumstances that highlight old policy, or underscore other matters of symbolic import. If the Co-Active Resolution originates in the Undergraduate Senate, it can, in the original language, direct individual officers of the Student Government to advocate for specific policies outlined there-in. It may also serve this function if it is amended by the Undergraduate Senate to the same end. Additionally, a Co-Active Resolution may rescind former legislation of the Undergraduate Senate if the Co-Active resolution if the Co-Active Resolution originates in the Senate and/or if the Co-Active Resolution is amended by the Senate to that same end. Such legislation cannot amend the Bylaws of the Student Government, the

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Undergraduate Senate's Rules of Debate and Decorum, or affect the finances, budget, or allocations of the Undergraduate Senate and the Student Government. A Co-Active Resolution can be proposed by the Residence Hall Association General Assembly through their own processes of the passage and consideration of Co-Active Resolutions, but must be sponsored by at least one (1) Senator to be brought before the Senate. A Co-Active Resolution must have two readings before the Senate, and first reading cannot be waived. First reading must be conducted in the Committee on Rules and Privileges. A Co-Active Resolution is introduced to the body according to policies set by the Speaker in a Legislative Order, and is passed by a majority vote. It shall require the signature of both the President of the Student Government and the President of the Residence Hall Association. Should a Co-Active Resolution be vetoed by the President of the Student Government it shall require a two-thirds (2/3) vote of the Senate to override that veto. The Senate cannot override the veto of the President of the Residence Hall Association. Should a Co-Active Resolution be passed, the Office of the Speaker shall be responsible for recording and conveying it to the executives in questions as well as any of their relevant superiors.

Section 5. Other Items of Consideration

Subsection i. Report of a Committee

The report of a committee is a written document that may be informational, persuasive, and/or analytical, expressing the considered and typically researched conclusion of the committee on a specific topic. Reports of committees require one reading before the whole body of the Senate and is introduced into the originating committee according to the policies of the committee chair. A report of a committee cannot be amended on the floor of the Senate, and so changes must be made by referring it back to its committee with a majority vote. A report cannot be referred to a committee that did not draft the original. A report is not considered a binding decision of the Senate, but its suggestions can be taken up by other means. It is not subject to executive veto.

Subsection ii. Report of Executive

The report of an executive is a written document and/or presentation by an executive or one of their subordinates to the Senate. It is introduced to the full Senate by the executive in question according to the policies of the Speaker. Specific recommendations within the report of an executive can be endorsed by a directive so long as they do not contradict or violate existing policy.

Subsection iii. Confirmations

Confirmations are the consideration before the body of the Senate of the nomination of an individual for a post in the Student Government that oversees funds or in some other way requires a hearing before the Senate. A confirmation is introduced to the Committee on Rules and Privileges by the nominating executive according to the policies of the Speaker. A confirmation requires only one reading before the full body of the Senate.

Subsection iv. Referenda

Referenda are proposed questions to be placed on the ballot for the fall or spring elections. A referendum requires one reading before the full body of the Senate and is passed with a two-thirds (2/3) vote. It is not subject to executive

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veto and must be passed before the nominating convention for the election in question.

Section 6. Committee Structure

Subsection i. Standing Committees

There shall be established a number of standing committees within the Undergraduate Senate. That number shall be at the discretion of the Speaker and shall not be less than two (2) or more than five (5). Once set, the number of standing committees may not be altered in that session of the Senate.

Subsection ii. Membership

All members of the Senate shall hold position in one and only one standing committee. Special Committees are not considered applicable for the purposes of this rule.

Subsection iii. Purpose

Standing committees shall be empowered to consider and offer recommendation on legislation appearing before the Senate. Negative recommendation from a committee will prevent a bill from appearing on the Senate floor, save a two-thirds (2/3) vote to the contrary.

Subsection iv. Types of Committees

There shall also be Special and Ad-Hoc Committees. Special Committees shall be Committees established by these Bylaws, and the members of these Committees will be determined in a manner proscribed by these Bylaws. They are "special" in that they are established by these Bylaws, as are their purpose and the methods for the selection of their membership. Ad-Hoc Committees and Commissions shall be non-legislative and established by the Speaker via Legislative Order or a Joint Order for a specific purpose or end.

Subsection v. Chair

Each standing committee shall have a Chair elected by and from the Senate membership. The number of Chairs elected shall be determined by the number of standing committees the Speaker establishes.

Subsection vi. Purpose & Selection of Chairs

Chairs shall be responsible for organizing and running committees and reporting on their progress to the Speaker and the Senate. Upon acceptance of nomination for Chair, a member of the Senate may specify under what terms they would constitute a committee if elected. The Speaker shall accommodate such terms if made prior to election.

Subsection vii. Deputy Chair

Upon the constitution of a committee, a deputy Chair shall be elected from its members. The deputy Chair shall act as a line of communication between members of the committee and the Chair and shall serve at the pleasure of the committee.

Subsection viii. Removal of Chair

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Chairs may be removed from their position by a vote of no confidence in the Senate. Deputy Chairs may be removed by such a vote within the committee.

Subsection iv. Proxy Qualification

All proxies must be from the constituency which they are representing and shall be confirmed either by a typed and signed note or an e-mail from the senator's official student government address; the Speaker must be notified of this note, though need not necessarily receive it, at least three (3) hours before the meeting at which the proxy will serve; the only exception to these provisions is that any senator may serve as a proxy for another at a committee meeting so long as their confirmation satisfies the chair.

Subsection v. Records

The review and keeping of all notes confirming the use and selection of a proxy shall be the responsibility of the Clerk; all such notes shall be kept along with the other records of the Senate for review and posterity.

Subsection vi. Selection of Proxies

The selection of a proxy by a senator cannot be accompanied by binding directives, whether verbal or written; the discretion of the proxy is explicitly trusted in their actions within the Senate.

Section 7. Committee on Rules and Privileges

Subsection I. Composition

There shall be established a Committee on Rules and Privileges which will comprise all Chairs and Deputy Chairs of Standing and Special Committees and will be headed by the Speaker. The Chairs and Deputy Chairs of Ad-Hoc Committees shall not be members of the Committee on Rules and Privileges.

Subsection ii. Purpose

The Committee will 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, amendments to the by-laws and other matters that deal with the responsibilities and rights of members of the Senate.

Subsection iii. Meetings

The Committee shall meet from time to time as is required by the existence of business. The Committee shall otherwise operate under the rules outlined for other committees.

Section 8. Attendance & Proxies

Subsection i. Absences

Members of the Senate shall have no more than two (2) complete absences and two (2) absences by proxy in one semester.

Subsection ii. Committee Absences

Members shall have no more than two (2) complete absences from committee meetings and two (2) absences by proxy in one semester; for every additional

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committee on which a senator serves they shall receive an additional excused absence from these meetings.

Subsection iii. Semester Division

For the purposes of calculating attendance and the use of proxies within the Senate, the fall semester shall consist of the first meeting of the Senate following the fall elections through to, but not including, the first meeting of the Senate in the new year. The spring semester shall consist of the first meeting of the Senate in the new year through to the final meeting before fall elections in the subsequent academic year.

Subsection iv. Proxy Qualification

All proxies must be from the constituency which they are representing and shall be confirmed either by a typed and signed note or an e-mail from the senator's official student government address; the Speaker must be notified of this note, though need not necessarily receive it, at least three (3) hours before the meeting at which the proxy will serve; the only exception to these provisions is that any senator may serve as a proxy for another at a committee meeting so long as their confirmation satisfies the chair.

Subsection v. Records

The review and keeping of all notes confirming the use and selection of a proxy shall be the responsibility of the Clerk; all such notes shall be kept along with the other records of the Senate for review and posterity.

Subsection vi. Selection of Proxies

The selection of a proxy by a senator cannot be accompanied by binding directives, whether verbal or written; the discretion of the proxy is explicitly trusted in their actions within the Senate.

Section 9. Violation of Requirements

Subsection i. Suspension

Members of the Senate who violate the above mandates shall be immediately and automatically suspended, effective upon the proximate absence. They shall remain on the rolls of the membership but shall not count against quorum, nor shall they have the right to appear, speak or vote during their suspension.

Subsection ii. Suspension Cases

Once raised by the suspended member, suspension petition cases shall be dealt with like normal Senate confirmations, whereby they go to the Committee on Rules and Privileges, and if favorably approved, the full Senate.

Subsection iii. Lifting Suspension

After one (1) meetings, if no petition to lift the suspension is forthcoming, the member will be removed from the rolls permanently.

Section 10. States of Exception

Subsection i. Rationale

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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 impeachment and removal from office, votes of no-confidence, and the basic structure of the Student Government may not be compromised.

Subsection iii. Special Meeting

A state of exception will trigger a special meeting of the Senate within forty-eight (48) 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 fifteen (15), 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. Impeachment

If a state of exception lasts longer than fourteen (14) days, impeachment proceedings shall be opened against the President of the Student Government. A motion of no confidence will be brought against the Speaker.

Section 11. Caucuses

Subsection i. Founding

A caucus may be founded by at least three senators by submitting a letter of intent to the Speaker of the Undergraduate Senate which shall include the name of the caucus, the (at least three) original members, the naming of a caucus president, and the mission statement of said caucus. The Speaker may only deny the creation of a caucus if it seems unnecessarily similar to another standing caucus, if it has the same or similar name as another standing caucus, or it is inappropriate. Once the Speaker approves a caucus, it shall become recognized and remain so until the caucus until the caucus may be dissolved. In the case of renaming of a caucus, the president of the caucus may simply send the Speaker a letter as to renaming it (which the Speaker must approve under the same requirements)

Subsection ii. Caucus President

The president of a caucus shall be the leader and manager of the caucus, responsible for enforcement of the internal policies of their caucus, and, in the

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case of no internal caucuses policy, shall set and maintain policy on their own accord taking into consideration the intent of the members of their caucus.

Subsection iii. Internal Caucus Policies

Caucuses may set, via whatever internal rules which they are entitled to form, their internal policy including, but no limited to, selection/election of caucus leadership, specific requirements for entrance into the caucus, standards for removal from the caucus, internal punishment, the mission of the caucus, etc. provided it does not violate any standing student government policy.

Subsection iv. Dissolving of a Caucus

A caucus shall cease to exist if it has less than three members or if the members of the caucus call for it to be dissolved by submitting it to the Speaker.

ARTICLE X. OFFICE OF THE SPEAKER

Section 1. Election of the Speaker

Subsection i. New Sessions

Each new session of the Undergraduate Senate shall begin with a meeting called by the President. The President shall begin this meeting by opening the floor to nominations for Speaker of the Senate.

Subsection ii. Replacement

If the President is unable to preside over this meeting, they may designate a replacement.

Subsection iii. Eligibility

Any undergraduate student not on academic or disciplinary probation shall be eligible for nomination to the Office of the 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 five minutes. Immediately following the speeches, debate on the nominees shall be in order. Any Senator shall be entitled to speak during this debate for a time not to exceed two minutes. No person shall speak more than twice.

Subsection v. Ballots

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. Multiple ballots shall be used should a candidate fail to receive this upon the first vote.

Section 2. The Powers of the Speaker

Subsection i. Legislative Orders

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The Speaker may issue legislative orders towards any end they deem necessary for the operations of the Senate, including but not limited to: the announcement of their clerical policies, the construction and appointment of ad-hoc committees, the construction and appointment of commissions, the structuring of the Senate's standing committees, the assignment of senators to committees, and the appointment of individuals to the Office of the Speaker.

Subsection ii. Meetings

The Speaker shall set the meeting time and place of the Senate and shall be empowered to call special meetings.

Subsection iii. Committing Items of Business

The Speaker shall when necessary refer items of consideration to the appropriate committees after first reading.

Subsection iv. Agenda

The Speaker shall set the agenda and the format of the agenda for each meeting of the Undergraduate Senate.

Section 3. Speaker's Role in the Senate

Subsection i. Presiding Officer

The Speaker shall be the presiding officer of the Undergraduate Senate.

Subsection ii. Impartiality

The Speaker shall act with impartiality in all matters coming before the Senate, except when able to cast a vote. 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 the Student Government.

Subsection iii. Ex-officio Committee Member

The Speaker will sit as a non-voting, ex-officio member of all Senate committees.

Subsection v. Compel Members to Senate

The Speaker shall be empowered to compel members of the Student Government to attend Senate or Senate committee meetings. Any SG official who fails to attend after being compelled by the Speaker shall be subject to disciplinary action for failure to abide by these Bylaws.

Subsection vi. Removal

The Speaker shall serve with the consent of the Senate and may be removed from office by a Vote of No Confidence as outlined in the governing documents.

Subsection vii. Speaker Pro-Tempore

In the event that the Speaker is not present at a meeting of the Undergraduate Senate, the Speaker Pro-Tempore shall assume responsibilities as presiding officer. If the Speaker Pro-Tempore is also absent, the senior-most member or members of the Senate shall temporarily assume the duties of the Speaker.

Subsection viii. Senate Website Management

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The Speaker will be responsible for ensuring that the Senate's website and media remain updated and active, that the minutes of each meeting be posted both on the website and on the Facebook page. The Speaker may, to assist them with these responsibilities, appoint one or two Directors of Communications.

Section 4. Office of the Speaker Pro-Tempore

Subsection i. Selection

The members of the Committee on Rules and Privileges shall elect a Deputy Chair, who shall serve as Speaker Pro-Tempore of the Senate.

Subsection ii. Responsibilities

If the Speaker is unable to attend a meeting, the Speaker Pro-Tempore shall preside. All rules and regulations that affect the Speaker shall apply to the Speaker Pro-Tempore when presiding over the Senate.

Subsection iii. Succession

Should the Speaker leave office, the Speaker Pro-Tempore shall assume the duties and responsibilities of the Speaker until the Senate can meet to hold an election.

Section 5. Office of the Clerk

Subsection i. Appointment

The Speaker shall appoint a Clerk of the Senate via Legislative Order prior to the Second Meeting of each session. The Clerk shall serve at the pleasure of the Speaker.

Subsection ii. Delegation of Duties

The Speaker shall be empowered to give to the Clerk any other duties as necessary for the operation of the Senate.

Section 6. Office of the Parliamentarian

Subsection i. Selection

The President shall appoint a Parliamentarian of the Senate at the beginning of each session. The Parliamentarian shall serve at the pleasure of the President.

Subsection ii. Responsibilities

The Parliamentarian shall be responsible for ensuring that the Senate abides by the rules of debate and the governing documents. The Parliamentarian shall be available to advise the Senate on any matters relating to these documents. Decisions of the Speaker on parliamentary questions shall be checked with the Parliamentarian to ensure their accuracy.

Subsection iii. Rulings

The rulings handed down by the Parliamentarian shall be considered final, unless an appeal to the Committee on Rules and Privileges is made. The

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Parliamentarian may subsequently appeal decisions of the Committee to the Judicial Board, regardless of the outcome.

Subsection iv. Written Documentation

The Parliamentarian shall be required to issue written documentation within five (5) academic days of all substantial parliamentary rulings which are to be collected by the Clerk of the Senate as well as the Historian of the Student Government for availability and review for posterity.

Section 7. The Historian of the Student Government

The Speaker of the Undergraduate Senate shall appoint one Historian, who will keep a running record of all pieces of legislation by the Undergraduate Senate, Business of the Executive, and Judicial Board Rulings. At the end of every school year, this Historian will present an updated copy of the history to all officers of the Student Government. This history will also be distributed to all new officers upon joining the organization.

ARTICLE XI. CLASS & SCHOOL COUNCILS

Section 1. Purpose

Subsection i. Class Councils

The Class Councils shall serve the purpose of unifying and advocating for the members of their respective classes. They shall be charged with raising money for the senior class gift. Additionally, they are responsible for facilitating outreach and advertising, directed towards the class they represent, on behalf of the Student Government.

Subsection ii. School Councils

The School Councils shall serve the purpose of unifying and advocating for the undergraduate members of their respective schools.

Section 2. Governance

Subsection i. Standing Rules

All Councils shall be governed by Standing Rules, which shall be submitted by the President of each Council no more than 1 month after each council election to the Undergraduate Senate for a majority vote without amendment.

Subsection ii. Amendments

The Council may propose amendments to its Standing Rules at any time. Amendments shall be submitted to the Undergraduate Senate by the President of the Council for a majority vote without amendment.

Subsection iii. Governing Documents

The standing rules of each council shall be subject to the Constitution, the By-Laws, legislation, and executive orders

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Section 3. The Functions of Accounts

Subsection i. Naming

The assignment of names and functions to the financial accounts of the Student government shall be the prerogative of the Undergraduate Senate.

Subsection ii. Changing Names

Should changes to the name and/or function of a financial account be made by the executive Board, all allocation, provisions directive or legislation applying to the original account shall apply to the changed account.

Section 4. Leadership

Subsection i. President

The President of each Council shall be the chief executive officer and the chief spokesperson of that council, responsible for the development and execution of programming and events promoting unity amongst members of the class or school.

Subsection ii. Vice President

The Vice President of each Council shall assist the President with his/her duties and strive to create programs and events promoting unity amongst the members of the class or school.

Subsection iii. Treasurer

The Treasurer shall function as the primary financial official of the Council, and must personally authorize and put under their signature any document or agreement which carries financial obligation for the Council. They must also seek and acquire authorization of the Comptroller of the Student Government.

Subsection iv. Secretary

The Secretary of each Council shall be charged with the daily operations and communications of the council.

Subsection v. Creation of Positions

The Council shall be empowered to create positions it deems necessary in the execution of its duties. Such appointments shall be conveyed to the Undergraduate Senate by official memorandum.

Subsection vi. Executive Board

The President, Vice President, Treasurer, and Secretary of each council shall comprise the Executive Board of each council. The Executive Board shall be empowered to make decisions by majority vote, with the president serving as tie-breaker.

Subsection vii. Filling Vacancies

The President of any Class or School Council is empowered to nominate eligible students to any vacancies in the offices of the Vice President, Treasurer, and Secretary of that Council. Those nominees are subject to approval by Undergraduate Senate. No nominees shall be introduced between the nominating convention and the certification of the election in either the

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fall or spring election cycles. A vacancy in the office of the President of a Class or School Council shall be filled by the Process of Succession.

Subsection viii. The Process of Succession

In the event of a vacancy in the office of the President of a Class or School Council, the Vice President shall become President. If there is no sitting Vice President, then the Treasurer shall become President. If there is neither a sitting Vice President nor Treasurer, then the Secretary shall become President. Aside from those circumstances, those serving in the offices of the Treasurer and the Secretary shall not be affected by the resignation of the President.

Section 5. Oversight

Subsection i. President & Vice President

The president and vice president of each council shall report to the Vice President of Student Government. The Student Government Executive Cabinet shall serve an advisory role to the councils.

Subsection ii. Orientation

Once elected in the fall, the Executive Board members of the freshman class council shall be required to attend an orientation session organized the Student Government Executive Board. They shall also organize an orientation session following spring elections for all elected class council and school council members.

Subsection iii. Reports

All Council Presidents shall be required to submit three reports to the Undergraduate Senate of its activities, one within two weeks of the start of the semester, one mid-semester, and one to close the semester. The Council President must also appear before the body once each semester.

ARTICLE XII. FINANCIAL RULES

Section 1. Undergraduate Senate Discretionary Fund

Subsection i. Definition

There shall be an account entitled “Undergraduate Senate Discretionary Fund” maintained by the Speaker of the Undergraduate Senate

Subsection ii. Purpose

This account shall be used to for the general practices of the Undergraduate Senate.

Subsection iii. Maximum

The account shall receive no more than \$1,000 during each budget cycle.

Section 2. The Budget Process

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Subsection i. Purpose

By the sixth meeting of the fall semester, the Senate shall construct a Special Committee on Finance, the duties of which will be to hold budget hearings and to create the budget for the next academic year.

Subsection ii. Composition

The Finance Committee will be comprised of seven members nominated and elected from the Senate body. The Comptroller and Speaker will also serve on the committee ex-officio, but shall not vote. The Committee's Chair and Vice-Chair shall be elected in the usual manner.

Subsection iii. Timetable

The Finance Committee shall construct a timetable for the budget process in accordance with the academic calendar.

Subsection iv. Schedule

The Finance Committee shall be required to schedule no fewer than two information sessions on the budget process in order to explain the process and dates to those involved. All department heads and council presidents are to be notified no less than one week prior to the first of these sessions.

Subsection v. Proposals

Following the second information session, all departments and councils seeking a budget shall be given no less than one week to submit a proposal to the Committee. These shall be distributed to all Committee members prior to any hearings. Anyone possessing a demonstrable interest in the budget shall be granted a hearing.

Subsection vi. Budget Hearings

Budget hearings shall be held by the Committee. Those who do not seek hearings with the Committee shall be budgeted at its discretion.

Subsection vii. Budget Allocations

Upon conclusion of hearings, the Finance Committee shall determine budget allocations. The Committee shall report a budget to the Senate within two weeks of the final hearing. At such time the Chair shall present the budget to the Senate, where it shall be dealt with as a standard bill.

Subsection viii. Approval

The budget shall require a majority to pass the Senate.

Section 3. Budget Reallocations

Subsection i. Definition

A budget reallocation shall be defined as the transfer of funds from one Student Government department or council to another that is not directly related to sponsorship or collaborative programming.

Subsection ii. Process

All reallocations shall be done through legislation from the Senate, and any requests shall be made thereto. This legislation shall require a majority vote to

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pass. Consultation with parties involved and with the Comptroller shall be sought in advance of any transfer.

Subsection iii. Comptroller's Duties

The Comptroller shall be empowered to approve any reallocation for the purpose of sponsorship or collaborative programming with the consent of the parties involved. The Comptroller shall be required to submit a report of any transfers made in this manner to the Senate at its next regular meeting.

Section 4. Student Government Restricted Account

Subsection i. Definition

There shall be a fund called the Student Government Restricted Account.

Subsection ii. Purpose

This account shall be used for the purpose of additional budgetary allocations and payment of previous fiscal year expenses.

Subsection iii. Approval

Funds from SG Restricted shall be available for disbursement through legislative act of the Undergraduate Senate. Such legislation shall require a majority vote to pass.

Subsection iv. Collection

All current fiscal year budgets unspent, excepting class council accounts, shall be automatically placed into SG Restricted.

Subsection v. Limitations

There shall always be a minimum of twenty-five thousand dollars (\$25,000.00) in the SG Restricted unless a state of exception is declared in accordance with procedures outlined in these Bylaws.

Section 5. Capital Maintenance

Subsection i. Definition

There shall be a fund called the Capital Maintenance Account maintained by the SG Comptroller.

Subsection ii. Purpose

Expenditures from this account shall be used for long-term capital expenditures.

Subsection iii. Automatic Allocation

During the budget process, five thousand dollars (\$5,000.00) shall be automatically deducted from the total Student Government budget and transferred to the Capital Maintenance Account on the opening of the following fiscal year.

Section 6. Student Government General Account

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Subsection i. Definition

There shall be an account called the Student Government General Account maintained by the elected Executives.

Subsection ii Purpose

This account shall be used to meet the general financial obligations of the Student Government. It shall also be used to promote policy initiatives with no programmatic role.

Section 7. Business Practices and Contracts

Subsection i. Regulations

The Student Government shall operate under all budget and finance guidelines set forth in University Controller's, Purchasing, and Student Activities' Policies.

Subsection ii. Comptroller's Obligation

All forms, contracts, or letters that in any way financially obligate Student Government funds must be signed by the SG Comptroller and the respective Student Activities advisor, or their designee. All contracts must be signed by the Assistant Vice President of Finance and Treasurer, or his/her designee.

Subsection iii. Gratuities

If gratuities are given during the normal course of Student Government business, the SG shall reimburse the gratuity in question up to twenty percent (20%) of pre-tax cost of sale.

Subsection iv Legal Judgments

The Student Government President, Student Government Comptroller, and other such officers who have, or may be given the authority to approve financial commitments for the Student Government, and such other persons as the aforementioned may designate as their agents shall, upon request, be represented by legal counsel retained by the Student Government in the event of any suit of legal action arising out of proper performance of their duties as ascribed by the Student Government for payments of all fees and judgments arising out of such action.

Subsection v. Report of Legal Judgments

The Student Government Comptroller shall make full report to the Undergraduate Senate at the earliest possible date of any and all payments made in accordance with Subsection 4 of this Article and Section.

Subsection vi. Prior Approval

No member of the Executive Cabinet or Undergraduate Senate shall have any financial dealings with the Student Government without the prior approval of the SG Comptroller outside of their stated responsibilities to the SG.

Subsection vii. Compensation

No member of any Student Government department shall receive any royalties or monetary benefits from the performance of their duties other than standard pay.

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Subsection viii. Impeachment

Any person who violates Subsections 6 or 7 of this Article and Section shall be referred to the Undergraduate Senate for impeachment proceedings.

Subsection ix. Fiscal Year

The fiscal year shall begin on May 1 and end on April 30 of each year.

Subsection x. Liability

Any persons taking actions contrary to these rules and the amendments thereto shall bear full responsibility and liability for commitments made.

Section 8. The Civic Engagement Scholarship Fund

Subsection i. Sustainability

To ensure the sustainability of the Civic Engagement Scholarship Fund, the Senate's Special Committee on Finance will meet bi-annually with the Comptroller to discuss the Fund.

Subsection ii. Briefings

The Comptroller is responsible for briefing the Special Committee on Finance on the current returns and fiscal projections of the Civic Engagement and Scholarship Funds.

Subsection iii. Oversight

The Senate's Special Committee on Finance shall decide the number of scholarship recipients and advocate for the amount awarded to each recipient the Civic Engagement Scholarship Board will be permitted to allocate.

ARTICLE XIII. COMPENSATION

Section 1. The Employee Policy Book

The Employee Policy and Procedures Manual of the American University Student Government shall be considered a policy book, and as such, it shall be up for review and edit by the Undergraduate Senate annually. The Comptroller will have the ultimate authority to enforce this Employment Policy and Procedures Manual. At the third Senate meeting of the Fall semester, the Comptroller will submit the Employment Policy and Procedures Manual to the Undergraduate Senate for review and approval for a full year. This policy book and its provisions shall be binding upon all members of the Student Government.

Section 2. Compensatory Practices

Subsection i. Extenuating Circumstances

In cases of illness or emergency the Comptroller may waive work and office hour requirements. In such the Comptroller shall inform the Special Committee on Finance.

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Subsection ii. Pay Periods

The Summer Semester shall refer to the period from the day follow the last school's commencement ceremonies to the day proceeding the first day of fall semester classes. Academic Year shall refer to the period from the University's first day of fall semester classes to the end of the University's spring semester classes. Pay shall be dispensed monthly. It shall be the responsibility of the Comptroller to distribute a pay schedule at the beginning of the Summer Semester and each semester of the Academic Year to all paid members.

Subsection iii. Office Hour

Positions in Student Government shall have designated office hours, which shall be defined by the governing documents. Office hours shall be excused during planned academic vacations, including, but not limited to, Fall Break, Thanksgiving, Winter Break and Spring Break.

Subsection iv. Work Requirement Exceptions

The Student Government shall not require office hours when class is not in session during the Academic Year. Those holding paid positions may take three (3) weeks of vacation during the Summer Semester.

Subsection v. Additional Policies

The Comptroller may construct additional policies regarding human resources, compensation, and work requirements for the executive branch via Executive Order as defined herein.

Subsection vi. Alterations

The Undergraduate Senate, by a two-thirds (2/3) vote, may approve alterations to requirements of specific positions, for a single academic year, if requested by the Comptroller.

Subsection vii. Annual Report on Compensation

The Special Committee on Finance shall be required to make an annual Report with recommendations concerning pay grades and this Article of the Bylaws.

Section 3. Pay Grades

Subsection i. Level A

Level A employees shall receive five thousand dollars (\$5,000) during the summer, and five thousand dollars (\$5,000) during the academic year. The sole Level A employee is the President of the Student Government.

Subsection ii. Level B

Level B employees shall receive four thousand dollars (\$4,000) over the summer, and four thousand dollars (\$4,000) during the academic year. This includes the Vice President, The Comptroller and the Secretary.

Subsection iii. Level C

Level C employees shall receive five thousand dollars (\$5,000) during the academic year.

Subsection iv. Level D

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Level D employees shall receive two thousand dollars (\$2,000) over the summer and two thousand dollars (\$2,000) throughout the academic year. This includes the Directors of the Kennedy Political Union, the Student Union Board, and the Director of Women's Initiative. The Chief of Staff to the President shall be paid at this level.

Subsection v. Level E

Level E employees shall receive four thousand dollars (\$4,000) throughout the academic year.

Subsection vi. Level F

Level F employees shall receive three thousand dollars (\$3,000) throughout the academic year.

Subsection vii. Level G

Level G employees shall receive two thousand dollars (\$2,000) throughout the academic year. This includes the Executive Director of Communications and Marketing, the Director of IT, and the Director of SAC.

Subsection viii. Level H

Level H employees shall receive one thousand five hundred dollars (\$1,500) throughout the academic year. This includes the Speaker of the Undergraduate Senate, The Director of Bike AU, and the Deputy Director of Women's Initiative.

Subsection ix. Level I

Level I employees shall receive one thousand dollars (\$1,000) per academic year. This includes the Director of Founders Week, and the Deputy Director of SAC.

Subsection x. Level J

Level J employees shall be paid from the unallocated monies within the unified compensation account.

Subsection xi. Onetime payment

Onetime payments are smaller than five hundred dollars per semester (\$500). Positions include the Clerk of the Senate, The Press Secretary, and the Deputy Director of the Kennedy Political Union.

Section 4: Paid Position Accountability

Subsection i: Performance Evaluations

The Comptroller shall keep a record of the performance evaluations of all who hold paid positions in the Student Government. The parameters of how the Comptroller will evaluate paid members will be based on standards set by agreement with Student Activities, the Chair of the Special Committee on Finance, and the Comptroller. The Undergraduate Senate will be notified when those standards are altered.

Subsection ii. Scope

All paid members of the Student Government undergo a performance review at least one (1) time per month and no more than four (4).

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Subsection iii. Reporting

Evaluations will be sent to the Special Committee on Finance a minimum of twice per month during the Semester. All paid members of the Student Government must appear on a performance report at least once per month.

Section 5. Suspension, Resignation, & Removal

Subsection i. Suspension

If a paid member of the Student Government is suspended of his/her duties for more than 5 business days, his/her pay shall modified in a manner amenable to Student Activities.

Subsection ii. Removal or Resignation

If a paid member of the Student Government is removed or resigns, his/her pay should be pro-rated and terminated by the end of their tenure.

ARTICLE XIV. REMOVAL FROM OFFICE

Section 1. General Provisions

Subsection i. Impeachment

Any Student Government member save committee Chairs, committee deputy Chairs, and the Speaker are subject to impeachment hearings.

Subsection ii. Removal of Executive Director

Any appointed Executive Director may be removed from office by a majority vote of the Executive Board.

Subsection iii. Removal of Department Director

Any appointed Department Director may be removed from office by the appointing executive. The removal of any Department Director may be reconsidered by the Senate with a majority vote.

Subsection iv. Causes

The impeachment of a fellow member of Student Government is the most extreme action the Undergraduate Senate can take. The causes of removal must be based on the Bylaws and Constitution of the American University Student Government. The causes of impeachment must be based on the following: (a) failing to meet the requirements of their position as stated in Student Government Constitution and Student Government Bylaws, (b) violating the Student Government's Ethical and Judicial Standards or Employee Policy and Procedures Manual, or (c) abuse of power granted for the office as stated in the Student Government Constitution and Bylaws.

Section 2. Censure and the Impeachment Process

Subsection i. Censure

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 if

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impeachment 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 impeachment after it has censured the offending officer, it must wait one week (7 days) before filing impeachment charges. The Senate is not required to censure an officer before impeaching them.

Subsection ii. Impeachment Charge

Any member of the Senate may file an impeachment charge against a Legislative, Executive, or Judicial Branch member. Such charges must be filed 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 impeachment (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 impeachment 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 impeachment 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.

Subsection iv. Special Meeting

If the charge is sustained, the Senate shall convene in a special meeting within one week of the Committee's decision.

Subsection v. 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 (3) persons 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 vi. Briefs and Representation of the Respondent

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 opinion 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.

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Subsection vii. Format of the Hearing

Upon convening, the Senate shall hear formally the charges of impeachment. The complainant shall have a period of ten (10) minutes to present his or her case to the Senate, which will immediately be followed by a period of ten (10) minutes for questioning. After the period of questioning of the complainant, the respondent shall present their case for ten (10) minutes and will be questioned by the members of the Senate for a period of ten (10) minutes. After the questioning of the respondent, the complainant is allowed to call up to three (3) witnesses, who automatically receive speaking privileges during their time before the Senate, to receive questions for a period not to exceed ten (10) minutes in length each, with five (5) 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 (3) witnesses in the same manner as the complainant. After the presentation and questioning of each side's witnesses, the each party may make a closing statement, each of which may not exceed three (3) minutes.

Subsection viii. Rules of the Hearing

Aside from following the Rules of Debate and Decorum, the Senate shall take additional measures as outlined in the Ethical and Judicial Standards to ensure maturity, restraint, and respect for all parties. The presenters of each side's argument shall not be able to question the witnesses of the other side.

Subsection ix. Debate

After the period of questioning has expired the Senate shall move into a twenty (20) minute period of debate, which can be ended at any time should the Speaker entertain such a motion.

Subsection x. Secret Ballot

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 (2/3) of Senators present and voting shall be required to find the respondent guilty of the charges presented.

Subsection xi. Removal

Should the Senate find the respondent guilty, he or she will automatically be removed from office.

Subsection xii. Not-Guilty

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 xiii. Due Process 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

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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

Committee Chairs, deputy Chairs, and the Speaker may be subject to a motion of no-confidence. Such a motion may be made at any time during normal business by a member of the Undergraduate Senate.

Subsection ii. Speaker

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

Subsection iii. Debate

Upon such a motion, the Senate or the Committee will resolve into Committee of the Whole for the purposes of debate. First the member of the Senate making the motion, and then the official against whom the motion is made, shall have the right to explain their positions. Such a period shall last no longer than five (5) minutes per speaker.

Subsection iv. Period of Debate

After the close of this period, the Senate shall engage in a period of debate. The period of debate will not be limited, though it may be concluded in the usual manner.

Subsection v. Vote

At the close of the period of debate, a vote will automatically be taken. A simple majority will be sufficient to sustain the motion.

Subsection vi. Replacement

If a position is vacated due to a motion of no-confidence, it shall be filled in the usual manner.

Section 4. Motions of Suspension

Subsection i. Eligibility

All elected and appointed members of the Student Government shall be subject to a motion of suspension. Such a motion may be made at any time during normal business of a Senate meeting by a senator, or by a formal petition between meetings to the Speaker by two or more Senators.

Subsection ii. Length of Suspension

The member(s) of the Senate making the motion shall include in it a length of suspension not to exceed one (1) month.

Subsection iii. Subject Presentation

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Following the motion of suspension, the subject shall be required to present themselves at the next meeting of the Senate. Special meetings may be called to resolve the motion, but are not required.

Subsection iv. Presentations

When the motion is being considered, first the member(s) of the Senate making the motion and then the responding subject of the motion shall present their arguments to the body. Each presentation shall last five (5) minutes.

Subsection v. Committee as a Whole Consideration

After hearing arguments, the Undergraduate Senate will automatically resolve into informal consideration for the purposes of debate as described in the Standard Code of Parliamentary Procedure. The length of the period will not be limited, though it may be concluded in the usual manner.

Subsection vi. Vote

At the close of the informal consideration, a vote will automatically be taken. A two-thirds (2/3) majority will be necessary to sustain the motion.

Subsection vii. Suspension

Should the motion be sustained, the person against whom the motion was made shall be suspended of their duties for the time agreed to in the motion.

Subsection viii. Replacement of Director

Should a director or department head be suspended his or her deputy shall temporarily assume the duties and responsibilities of the suspended official. If there is no such deputy available, the elected executive responsible for the position may appoint a temporary replacement.

Subsection ix. Suspension of a Senator

Should a member of the Senate be suspended, they will remain on the rolls of the membership but shall not be counted for or against quorum, and will not enjoy the normal speaking and voting rights of a Senator in session.

Subsection x. Suspension of Elected Executive

Should an elected executive be suspended, they will remain in their office, but their duties will be executed by an individual chosen within forty-eight (48) hours by a majority vote of the other elected executives, whom shall be temporarily entrusted with all the rights and privileges necessary to carry out the duties of the suspended executive.