

Central Student Government Compiled Code



Adopted: November 19, 2013
Revision ID: F14.1

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Contents

I	General Provisions	1
	A Title	1
	B Definitions	1
	C Amendments to the Compiled Code	1
	D Conflict of Law	2
II	Legislative	2
	A The Assembly	2
	B University Council	3
	C Legislative Sessions	3
	D Summer Student Assembly	3
III	Executive	5
	A The Executive Officers	5
	B The Executive Committee	7
	C Commissions	7
	D Commission Composition and Leadership	10
	E The Cabinet	10
IV	Judiciary	10
	A Central Student Judiciary	10
V	Finance	11
	A Semesterly Budget	11
	B Disbursements	15
VI	Elections	17
	A Election Code	17
VII	Student Organizations	17
	A Student Organization Registration	17
	B Office Space Allocation Committee (OSAC)	18
	C Ex-Officio Representation	20
	D Student Organization Funding	20
VIII	Conflicts of Interest	23
	A Conflicts of Interest with the University	23

Central Student Government Compiled Code

Article I
General Provisions

- A. **Title.** This Compiled Code of the Central Student Government, enacted pursuant to Article II, Section 2, of the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, contains all regulations, excluding provisions of the Operating Procedures, currently and permanently affecting student government of the student body.
- B. **Definitions.** As referenced in this Compiled Code, the following terms shall have meaning as defined in this section.
1. "Constitution" shall mean the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan.
 2. "Central Student Government" or "CSG" shall mean the central student government of the University of Michigan established by the Constitution.
 3. "University" shall mean the University of Michigan.
 4. "Campus" shall mean the Ann Arbor campus of the University.
 5. "Student organization" shall mean a student organization explicitly recognized by the University.
 6. "Assembly" shall mean the Student Assembly defined in Article II, Section 2 of the Constitution.
 7. "Central Student Judiciary" or "CSJ" shall mean the student judicial body of the University established by the Constitution.
 8. "Compiled Code" or "Code" shall mean this document.
 9. "Student" shall mean a person enrolled at the University, or a person enrolled in the University during the previous full term who is eligible to be enrolled in this subsequent fall term.
 10. "Front Office staff" shall mean the paid administrative staff maintained by the CSG to assist the Central Student Government with administrative tasks.

C. Amendments to the Compiled Code

1. Any amendment to the Code must be read twice by the Assembly on different days.
2. An amendment to the Code shall not be considered by the Assembly if the amendment creates a conflict within the Code or a conflict between the Code and the Constitution.
3. Amendments to the Code shall have immediate effect unless stated otherwise. Amendments to the Constitution, if adopted by the student body, shall be effective as provided for in the Constitution.
4. Amendments to the Code shall pass by the Assembly with a simple majority vote.

D. Conflict of Law

1. Any ambiguity between the Code and Constitution shall be resolved to give full effect to the Constitution.
2. Any ambiguity between current or pending CSG legislation shall be resolved to give full effect to the Code.

Article II Legislative

A. The Assembly

1. Meetings.

- a. **Regular Meetings.** The Assembly shall meet at 7:30 PM every Tuesday during the Fall and Winter semesters. The Assembly shall not meet during exam and vacation periods. If the regular Assembly meeting should fall on the date of a U.S. presidential or Michigan gubernatorial election, the Assembly shall meet at 7:30 on the Monday preceding the election.
- b. **Special Meetings.** The President may call special meetings of the Assembly upon providing at least 24 hours notice to the Assembly. A special meeting may be called by a petition signed by one-third of the voting members of the Assembly.

2. **Quorum.** Pursuant to Article II, Section 4 of the Constitution, a simple majority of the members duly elected or appointed to serve in the Assembly shall constitute a quorum to do business

3. **Convening Meeting.** Pursuant to the Constitution, when a new Assembly convenes for the first time in a Legislative Session, the Assembly shall be called to order by the Chief Justice of the Central Student Government. Upon establishment of a quorum by roll call, regardless of the order of business, the Assembly shall first resolve any ties in elections for Assembly representatives and then elect its Speaker.

4. **Orientation for Representatives-Elect.** Upon election, all representatives-elect, unless they be re-elected incumbents or retained appointees, shall be required to attend a representative orientation prior to the seating of the new Assembly. The date of such orientation shall be determined at the beginning of the election period, and candidates shall be notified both at the candidates meeting and with the publication of the unofficial results of the election. This orientation shall be held by the outgoing Speaker of the Assembly, and shall be considered an obligation of the duty of that office. The Assembly shall outline consequences for failure to attend in the Operating Procedures of the Assembly.

5. Transparency in Government Provision.

- a. Within seventy-two hours of the adjournment of a Student Assembly meeting, the Speaker shall ensure the Assembly Register, as defined by the Operating

Procedures of the Assembly, shall be made available to the public on the CSG website.

- b. The Vice Speaker shall ensure that the contact information (full name, e-mail, and school) for each Assembly Representative and Member of the University Council are posted on the CSG website within two weeks from the date that the Vice Speaker assumes office. Representatives may provide the Vice Speaker with a biography or other information to post on the CSG website.

B. University Council

1. **Meetings.** The Vice President may call meetings of the University Council upon providing at least 48 hours to the Assembly.

C. Legislative Sessions

1. **Numbering Convention.** The Assembly and University Council shall organize themselves in to Legislative Sessions that shall begin either at the swearing in of a new President of the Central Student Government, or with the *sine die* adjournment of an Assembly and the certification of representative elections. Each legislative session shall be numbered sequentially, with the First Legislative Session beginning April 4, 2011. Each session shall expire at the swearing in of the next President or with the *sine die* adjournment.
2. **Representative Terms.** The term of a representative of the Assembly shall follow Legislative Sessions.

D. Summer Student Assembly

1. **Description.** During the Spring and Summer terms of the University of Michigan, the funding operations of the Central Student Government shall be condensed into and operate as the Summer Assembly.
2. **Composition.** The Summer Assembly shall be composed of any Student Assembly members. Parliamentary Rights shall be granted as defined in the Operating Procedures of the Assembly Rule I, Sec. E.
3. **Dates.** All calendar dates or periods mentioned herein (i.e. first day of class, Spring term) are to be found by consulting the Office of the Registrar at the University of Michigan, Ann Arbor.
4. **Jurisdiction.** The Summer Assembly shall not consider or pass any legislation, including but not limited to amendments to the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, amendments to the Compiled Code, or

amendments to the Operating Procedures of the Assembly. The Summer Assembly shall have the sole authority to disburse funds only to Student Organizations explicitly recognized by the University of Michigan.

5. Structure and Procedural Guidelines.

- a. The Summer Student Assembly shall have a quorum of two members duly elected or appointed to serve on the Student Assembly of the Central Student Government to do business. No business shall be considered without quorum.
- b. Attendance shall be taken at the beginning and end of each Summer Assembly meeting. No absences shall count against Member Obligations of an Assembly Representative as defined in the Operating Procedures.
- c. The Summer Assembly shall meet at least bi-weekly for the duration of the Spring and Summer terms unless the President of the Central Student Government deems it appropriate to end the Summer Assembly.
- d. Meetings shall be held similar to the Student Assembly meetings and shall operate under the rules contained in the currently edition of Robert's Rules of Order Newly Revised, which shall govern the Summer Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution of the Student Body of the Ann Arbor Campus of the University of Michigan, the Compiled Code, or the Operating Procedures of the Assembly.
- e. The Agenda for meetings of the Summer Assembly shall have the following form:
 - I. Call to Order
 - II. Opening Roll Call
 - III. Approval of Agenda
 - IV. Approval of Previous Minutes
 - V. Guest Speakers
 - VI. Funding Presentations
 - VII. Closed Session Deliberations
 - VIII. Announcements and Matters Arising
 - IX. Closing Roll Call
 - X. Adjournment
- f. The Summer Assembly shall keep a record of its proceedings. All records, including funding decisions, shall be sent to all Representatives and Executive Officers of the Central Student Government after each meeting.

- g. Student Organizations requesting funding will present their request in a ten minute allotment. This time can be extended with a majority vote.
- h. After hearing all funding requests, the Summer Assembly shall convene in a closed session to decide what groups receive funding and the amount awarded. Closed session deliberations shall not be included in the minutes of the Summer Assembly.

6. Budget and Financial Operations

- a. The Summer Assembly shall only have authority over funds budgeted to it by an Assembly resolution and by Article V, Section C, subsection E of the Compiled Code. The Summer Assembly shall take no action that would affect the budget or proposed budget of the Central Student Government during the Fall and Winter terms.
- b. At the beginning of the Summer Assembly, the SA may vote to decide to whom student organizations shall send applications. Student organizations may apply to the Summer Assembly for funding of specific events. Summer Assembly funding applications shall be available no later than one week after the start of the Spring term. The Summer Assembly shall consider only one application per group meeting.
- c. Student Organizations may not appeal the decision of the Summer Assembly, but must be allowed time to present to the Summer Assembly. The length of the presentation is at the discretion of the Executive Officers, but shall be a minimum of ten minutes or as much time as the Student Organization requests, whichever is less. This time can be extended with a majority vote of the Summer Assembly. The officers of the student organizations to which funds are allocated shall sign a Grant Agreement making them personally liable for repayment of the allocation if stated conditions are not met. Organizations are required to submit documentation to the CSG Program Manager and the CSG front office or designee, detailing the use of allocated funds within one month of the conclusion of the event or 14 business days after the first day of classes of the Fall academic term. The Summer Assembly may attach additional conditions to the grant agreement and application, and may specify dates by which the money must be spent, all of which shall be binding on student organizations receiving and requesting funds from the Summer Assembly. All money not spent by the specified date will revert back to the Summer Assembly for reallocation.
- d. The amount reimbursed shall not exceed the amount allocated by the Summer Assembly and must conform to the categories and any other conditions under which the money was allocated.

- e. No money shall be allocated or reimbursed to cover the costs of alcoholic beverages, parking tickets, or traffic violations.
 - f. All rules and regulations of the University of Michigan and the Central Student Government shall be followed where applicable.
7. **Chair.** A member of the Executive Committee shall preside over each meeting of the Summer Assembly.
8. **Duration.** The President of the Central Student Government shall have the authority to establish the meeting times and dates for the Summer Assembly in accordance with the Compiled Code, Article II, Section A, Subsection b. The Summer Assembly of the Central Student Government shall expire immediately upon the first day of class, unless the President of the Central Student Government deems it appropriate to permanently adjourn the Summer Assembly before that date.

Article III Executive

B. The Executive Officers

1. The President

- a. **Executive Power Vested in the President.** The President shall oversee and coordinate all CSG activities and be the chief spokesperson for CSG unless otherwise specified in the Code or Constitution.
- b. **Appointment powers.**
 - i. **Executive Committee.** The President shall have the authority to appoint a Treasurer, Student General Counsel, Chief of Staff, and Chief Programming Officer to the Executive Committee, which shall advise the President on all pertinent matters. These appointments shall be made with the advice and consent of the Assembly, to be determined by a simple majority vote. The President may likewise these officers with a two-thirds majority vote of the Assembly. The President may call the Executive Committee into session at any time, and shall serve as its chair in session.
 - ii. **University-wide Committees.** The President shall also appoint student representatives to university-wide committees. These appointments shall be made with the advice and consent of the Assembly, to be determined by a simple majority vote. The President may likewise recall these representatives with the written consent of three other executives.
 - c. **Executive Commissions.** The President may appoint Executive Commissions to study issues on campus, publish reports concerning issues under purview, recommend to the Executive Committee such measures as they deem appropriate, and work on campaigns, initiatives, and projects within the vision of the CSG Executive.
 - d. **Convening the Legislature.** The President may call into session the Assembly or the University Council at his or her own discretion, providing 24 hours to either body.
 - e. **Non-voting Member of the Assembly.** The President shall serve as a non-voting ex-officio member of the Assembly.
 - f. **Recommend Measures to the Assembly.** The President and Vice President may, jointly or severally, recommend to the Assembly for its consideration such measures as they shall deem appropriate.
 - g. **Reports.**

Staff shall solicit and receive reports of the various organs of government, maintain and publish executive records, and ensure collaboration among the various executive commissions. The Chief of Staff may serve as a non-voting ex-officio member of any legislative body concerning rules and elections.

6. **Chief Programming Officer.** The Chief Programming Officer shall serve as principal advisor to the President on matters of student programming, assist executive commissions in the long-range planning and execution of their mandate, and supervise the communications of the Central Student Government. The Chief Programming Officer may serve as a non-voting ex-officio member of any legislative body concerning campus communication.

B. The Executive Committee. The Executive Committee shall be comprised of the Executive Officers and the Speaker of the Assembly. The President may call the Executive Committee into session at any time, and shall serve as its chair in session.

C. Commissions. The following classification scheme for commissions is for organizational purposes only, and is not intended to establish any ranking or hierarchy of commissions or classification of commissions. All commissions and classifications of commissions are equal under this Code.

1. Logistical Commissions

- a. The Student Organization Funding Commission (“SOFC”) shall be the organ of the Central Student Government in which the Assembly explicitly delegates its constitutional authority to fund student organizations. The Commission shall have the authority to review applications, hear appeals, and make funding decisions without approval of the Assembly.
- b. The Campus Governance Commission (“CGC”) shall
 - i. assist the President in identifying candidates suitable for nomination to the University-wide committees;
 - ii. facilitate communications between CSG and its appointees to University committees;
 - iii. maintain a list of committees to which CSG makes appointments;
 - iv. maintain a list of students appointed to University committees; and
 - v. shall collect mandatory reports from appointees that will be included at the end of semester CSG reports
- c. The External Relations Commission (“ERC”) shall
 - i. facilitate communication between CSG and individuals and organizations external to the University community;
 - ii. advocate on behalf of CSG and the student body before organizations external to the University community;
 - iii. monitor local, state, and national government actions concerning CSG and the University;
 - iv. maintain contact with other college and university student governments and

- associations of student governments;
- v. elect a liaison who shall attend Ann Arbor city council meetings and report back to the committee with any information he/she may find pertinent
- d.** The Communications Commission (“Communications”) shall
 - i. facilitate all communication between CSG and students;
 - ii. publicize CSG actions and activities;
 - iii. advertise CSG services to students;
 - iv. coordinate CSG press releases
 - v. be responsible for updating and administering the CSG website;
 - vi. facilitate CSG’s presence during New Student Orientation and Welcome Week;
 - vii. carry out its duties in a fair and equitable manner to all constituents while refraining from promoting the Central Student Government as a body of bias.

2. Identity Commissions

- a. The Diversity Affairs Commissions (“DAC1”) shall monitor and work toward the improvement of diversity in student life, and facilitate communication between the relevant student organizations.
- b. The Lesbian, Gay, Bisexual & Transgender Issues Commission (“LBGT”) shall monitor and work toward the improvement of student life for lesbian, gay, bisexual, and transgender and ally students, and shall facilitate communication between relevant student organizations.
- c. The Women’s Issues Commission (“WIC”) shall monitor and work toward the improvement of student life for all women on campus, shall strive to educate the university community on women’s issues, and shall facilitate communication between relevant student organizations.
- d. The Minority Affairs Commission (“MAC”) shall strive to educate the university community on issues regarding underrepresented minorities on campus, and shall facilitate communication between relevant student organizations.
- e. The International Student Affairs Commission (“ISAC”) shall monitor and work toward the improvement of student life for all international students on campus, and facilitate communication between relevant student organizations.
- f. The Transfer Student Affairs Commission (“TSAC”) shall monitor and work toward the improvement of student life for all transfer students on campus, and facilitate communication between relevant student organizations.
- g. The Disability Affairs Commission (“DAC2”) shall support and advocate for students with disabilities on campus, and facilitate communication between relevant student organizations.
- h. The North Campus Affairs Commission (“NCAC”) shall monitor and work toward the improvement of student life for all students who live and study on North Campus, and shall facilitate communications between relevant student organizations.
- i. The Greek Relations Commission (“GRC”) is responsible for strengthening the relationship between CSG and the Greek community at Michigan. The committee’s

goal is to ensure that Greek Life is well integrated into the larger University community, to keep campus involved in Greek-sponsored events, and to act as a resource for the Greek community.

3. Issue Commissions

- a. The Campus Improvement Commission (“CIC”) shall foster communication between CSG and students by promoting opportunities for students to provide ideas that improve life on campus. Also, it shall create positive change on campus by considering and implementing those initiatives that are most important to students.
- b. The Academic Affairs Commission (“AAC”) shall
 - i. monitor and work toward the improvement of the academic experience of all students;
 - ii. communication with school and college governments, the Senate Advisory Committee on University Affairs (SACUA), and any other University body pertaining to academics;
- c. The Student Safety Commission (“SSC”) shall promote the safety of all students, on or off campus, educate students on safety issues, and facilitate communication between relevant student organizations.
- d. The Environmental Issues Commission (“EIC”) shall
 - i. promote a sustainable University community;
 - ii. promote environmental awareness on campus;
 - iii. facilitate communication between relevant student organizations
- e. The Health Issues Commission (“HIC”) shall promote the health of all students on campus, educate students on health issues, and facilitate communication between relevant student organizations.
- f. The Peace & Justice Commission (“P&J”) shall promote a peaceful and equitable community in a fair and equitable manner to all constituents while refraining from promoting the Central Student Government as a body of bias.
- g. The Student Rights Commission (“SRC”) shall
 - i. work toward the protection and education of the rights of students;
 - ii. shall serve on the search committee for and act as a voting member of the Code of Conduct Advisory Board (C-CAB).
 - iii. assist C-CAB in advocating for the adoption of the recommended changes to the Statement of Student Rights and Responsibilities before the University administration.
- h. The Voice Your Vote Commission (“VYV”) shall, without engaging in partisan political activity, promote political awareness and participation among the University community.
- i. The Entrepreneurship Commission “EC” shall:
 - i. support and foster collaboration between entrepreneurship organizations and departments on campus.
 - ii. support, publicize, and be a resource for student entrepreneurs on campus.

- iii. promote entrepreneurship and the entrepreneurial mindset among the student body with the goal of making UM #1 for *student-drive* entrepreneurship in the country.
- iv. engender entrepreneurial solutions to campus wide problems.
- v. support the Center for Entrepreneurship's goals and ideals.
- vi. advise the Office of the Provost and Office of the President regarding investing funds toward student-driven entrepreneurship.

E. Commission Composition and Leadership.

1. **Composition.** Unless otherwise specified in the Code, and student, faculty member, or staff member of the University may serve on any CSG commission.
2. **Commission Chairs.** The President shall, with the consent of a simple majority vote of the Assembly, appoint Commission Chairs, who shall not be considered officers of the Central Student Government. The President may remove a Commission chair with the written concurrence of three other executive officers.
3. **Other Commission Officers.** Members of the Commission may elect from among their number any other officers they deem expedient.
4. **Commission Reports.** The chair of each executive Commission may submit to the Speaker of the Assembly a written report enumerating their Commission's actions since the previous report and the attendance of Representatives at each meeting since the previous report. Each report shall be submitted the Sunday before the last Student Assembly meeting of each month the Assembly is in session. If the chair makes such a report, the Vice Speaker shall deliver such report to the front office staff within seventy-two hours of the report's submission to the Speaker of the Assembly. Reports shall be posted on the CSG web site.

F. **The Cabinet.** The Cabinet shall be comprised of the Executive Committee and the Commission Chairs. The President may call the Cabinet into session at any time, and shall serve as its chair in session.

G. **Transparency in Government Provision.** The Vice President shall ensure that the contact information (full name, e-mail address, and school) for each Executive Officer and Commission Chair is posted on the CSG website within two weeks from the date that each assumes office.

Article IV Judiciary

A. Central Student Judiciary

1. **Supremacy Clause.** This section is superseded by the Constitution, but supersedes all other sections of the Compiled Code and all other CSG legislation with respect to judiciaries and judicial proceedings.
2. **Central Student Judiciary.** CSJ will serve as the principal student judiciary and as the judicial branch of the all-campus student government provided for in Article IV of the Constitution. It has primary responsibility for enforcing the Constitution and for adjudicating disputes arising out of the Constitution, Compiled Code, and other legislation enacted pursuant to the Constitution.
3. **Jurisdiction.** CSJ may hear appeals from inferior courts, challenges under this Constitution and the Compiled Code, Central Student Government elections, and any other case they deem appropriate.
4. **CSJ Structure and Membership.** See also Article IV of the Constitution.
 - a. **Officers.** The officers of CSJ (Chief Justice, Associate Chief Justice, Administrative Justice) will be elected from among the members of CSJ following appointment of new members each term. The Associate Chief Justice will serve as Acting Chief Justice if the Chief Justice is unable to perform a duty required of the office. If both the Chief Justice and the Associate Chief Justice are unable to perform the duties required of the Chief Justice, CSJ will elect an Acting Chief Justice from its membership to serve until either the Chief Justice or Associate Chief Justice is able to serve or until the next election of officers.
 - b. **Overlapping Membership Permitted.** Except where specifically provided for elsewhere in this section, courts of CSJ may have partially or completely overlapping memberships.
 - c. **Conflicts of Interest.** If an action raises a conflict of interest for a member of CSJ, that member cannot hear the action, either in CSJ's original jurisdiction or appeal. No member of CSJ, including the Chief Justice, who heard an action at trial, may hear an appeal on the action.
 - d. **Vacancies.** The Chief Justice can fill any vacancies in any CSJ court from the membership of CSJ as necessary.
5. **CSJ Procedures.** This section, as well as the CSJ Manual of Procedure, will form the Manual of Procedure mandated in the Constitution. The CSJ Manual of Procedure will govern all judicial proceedings before any court of CSJ.
6. **CSJ Courts.**
 - a. **General Hearing Courts.** General Hearing Courts have an original jurisdiction in each action within the jurisdiction of CSJ. A new General Hearing Court is created each time a case arises and serves until the case is disposed. The General Hearing Court consists of three CSJ members, one of

whom will be the Presiding Justice of the court. The Chief Justice of CSJ appoints members of the General Hearing Court and designates the Presiding Justice. The Chief Justice can serve on the court and can designate him or herself Presiding Justice.

- b. **Appellate Courts.** Appellate Courts have appellate jurisdiction in each action within the jurisdiction of CSJ. A new Appellate Court is appointed by the Chief Justice of CSJ each time a case arises, and serves until disposition of the case. The Appellate Court consists of all members of CSJ who are not disqualified or unable to serve for other reasons and in no case less than three justices. One of the justices will be designated as the Presiding Justice on the court. If the Chief Justice of CSJ serves on the court, he or she can serve as the Presiding Justice; otherwise the court will select a Presiding Justice from its membership.

7. Transparency in Government Provision.

- a. Within forty-eight hours of the final issuance by the Central Student Judiciary of any opinion, order, petition, motion, amendment, or other such documents or decisions, the Administrative Justice shall ensure all documents are published on the CSG website.
- b. The Associate Chief Justice shall ensure that the contact information (full name, e-mail address, and school) for each Chief Justice, Associate Chief Justice, Administrative Justice, and Associate Justice is posted on the CSG website within two weeks from the date that each assumes office.

Article V

Finance

A. Semesterly Budget

- 1. Revenue.** CSG will collect revenue from student fees, its balance carry-forward from the previous semester, and interest income from the University investment pool.
- 2. Accounts.**
 - a. General Account.** The General Account shall be the primary holding account for the Central Student Government by which all CSG revenue is deposited and held until allocated by the enactment of the budget. At the end of the semester, all accounts shall be zeroed out and their entire balances transferred back to the General Account recognized as revenue in the form of balance carry-forward. Money may only be allocated from the General Account with the enactment of a Central Student Government Budget, and no money may be budgeted to nor directly expended from this account. Any executive officer and the CSG Program Advisor shall be authorized signers on this account for the sole purpose of executing the transfer of allocations approved by an Assembly-enacted budget.
 - b. General Reserve.** The General Reserve shall be used for emergency funding, only if necessary. The amount budgeted to this account from the General Account by the budget shall be at least 5% of projected incoming revenue from student fees. No money may be allocated from the General Reserve without the approval of two-thirds of the Assembly. Once allocated, any executive officer and the CSG Program Advisor shall be authorized signers to approve expenditures.
 - c. Central Government Operations.** The Central Government Operations account shall be used for funding the management of the CSG offices, but shall not be used to pay full-time or part-time staff. The amount budgeted to this account from the General Account by the annual budget shall be no more than 4% of projected incoming revenue from student fees. There are three methods of expenditure from Central Government Operations:
 - i.** Any executive Officer, with his or her own signature, may authorize the expenditure of up to \$250.00 per purchase from the Central Government Operations Account for supplies without the prior authorization of the Assembly.
 - ii.** Any executive wishing to allocate more than \$250.00 but less than \$1,000.00 must receive approval from a majority of the Assembly in the form of a verbal request. The President or Vice President, through their ex-officio status, may make a verbal request during General Assembly meetings requesting authorization to make such an expenditure. Upon a motion, second, and majority vote by the Assembly, the expenditure shall be considered approved without necessitating a resolution.

or ideas that arise throughout the semester. The amount budgeted to this account from the General Account by the budget shall be at least 2%, but no more than 9%, of projected incoming revenue from student fees. It shall act as the Assembly's funding account and shall only be expended by a majority of the Assembly. Any representative, executive officer, commission chair, student-at-large, or University community member may request an allocation from this account. Once authorized, any executive officer and the CSG Program Manager shall be authorized signers for disbursements and reimbursements from this account. Any activity, event, or organization funded by CSG Legislative Discretionary must include CSG involvement.

- h. Central Student Judiciary.** The Central Student Judiciary Account shall be used as the general account for the operations of the Central Student Judiciary. Expenditures from this account are authorized only on a reimbursement basis, with any executive officer or the CSG Program Manager as authorized signers for such reimbursements.
- i. Executive Commissions.** Each Executive Commission shall have its own account for the purposes of conducting its operations and commission activities, and together the accounts of each commission shall form the Executive Commission family of accounts, all bound by the rules contained herein.

 - i.** Expenditures from these accounts shall be conducted on a reimbursement basis, with any executive officer and the CSG Program Manager as authorized signers to approve payments of reimbursements.
 - ii.** The Treasurer, by his or her own signature, is authorized to reallocate any amount among the various Executive Commission accounts with the consent of the participating chairs or their designees. The Assembly shall have retroactive oversight on these transactions. Upon such a transfer, the Treasurer is required to, within 24 hours, notify the Finance Committee of the Assembly and provide details including the amount of and accounts involved with the transfer, as well as the reasons and circumstances behind it. Upon receipt of such notification, the Finance Committee shall review it and, pursuant to the Operating Procedures of the Assembly, shall make an unfavorable recommendation to the Assembly if it deems it appropriate to do so. If no recommendation is made, the transaction shall implicitly be considered approved. Upon presentation of such a recommendation, the Assembly, by a motion, second, and majority vote, may disapprove of the transfer. If such a vote is successful, the amount of the transfer shall be debited from the Executive Discretionary account and credited to the account from which the funds were originally transferred.

- iii. The Assembly shall not have oversight over transfers from the Executive Discretionary account to any Executive Commission account.
 - iv. Reallocations of any amount from any Executive Commission account to any non-Executive Commission account constitute amendments to the budget and therefore require a resolution authorizing the transfer be adopted by a majority of the Assembly.
 - v. Reallocations of any amount from any non-Executive Commission account, with the exception of Executive Discretionary and Commission Discretionary, to any Executive Commission account constitute amendments to the budget and therefore require a resolution authorizing the transfer be adopted by a majority of the Assembly.
 - vi. There shall be no required allocation to these accounts from the General Account during enactment of the budget.
- j. Summer Assembly.** The Summer Assembly account shall hold the funds available for the operation and business of the Summer Student Assembly.
- i. The funds allocated to this account by the General Account from the budget shall be held until such time as a Summer Assembly convenes, and shall only be expended by the proper majority of the Summer Assembly. The Summer Assembly shall have no authority to authorize expenditures or transfers involving any other account of the Central Student Government.
 - ii. The amount budgeted to this account from the General account by the budget shall be at least 6% of the projected incoming revenue from student fees.
 - iii. Allocations for student organizations are initiated through summer funding requests and are allocated on a reimbursement basis by a majority vote of the Summer Assembly.
 - iv. Any executive officer and the CSG Administrative Coordinator shall be authorized signers on this account.
- k. CSG Sponsored Activities.** The CSG Sponsored Activities Account shall be used to hold the funds of events, activities, or projects that are predetermined at the time of budget preparation. Allocations from this account are intended for activities, events, or projects that involve the cooperating of CSG as a whole, including both the Executive and Legislative Branches. Any activity, event, or organization funded by CSG Sponsored Activities must include CSG involvement.
- i. There shall be a minimum allocation of 1% of incoming revenue from student fees to this account during the enactment of the budget for the purpose of holding funds for potential activities for CSG to sponsor throughout the semester. Any expenditure for these funds must be authorized through the adoption of an appropriate resolution, which

the subsequent Fall term. It shall be used by the Assembly in considering the subsequent annual budget.

7. **Ethical Purchasing.** Where CSG has deemed it necessary to buy a certain product, service, etc., CSG shall prioritize manufactures, suppliers, etc. that are Union-friendly, compensate their employees with a living wage, and make their products from organic/recycled and eco-friendly materials. CSG must purchase from one of the five following vendors when applicable: Ethix Merch, Vineyard Vines, Knights Apparel Inc., Alta Gracia, Underground Printing. This clause should not be intended to limit purchasing from any specific country or entity. A 2/3 vote by the assembly and signature by the president shall be required to approve other purchases where there are ethical-standard alternatives. SOFC shall be exempt from this requirement if they are approving funds for a non-CSG body.

B. Disbursements.

1. **Committee, Commission, and Selected Committees.**
 - a. The Chair of a committee, commission, or select committee may spend money from that committee, commission, or select committee account only with the consent and signature of an executive officer.
Committee, commission, and select committee chairs may only spend money allocated to them on the specific projects that the money was allocated for.
2. **Reimbursement.** Upon presentation of the appropriate receipts, the Administrative Coordinator will reimburse the committee, commission, or select committee chair for expenditures. The amount reimbursed shall not exceed the amount allocated to the committee or commission, and must conform to the conditions under which the expenditures are approved.
3. **Authorized Account Signatures.**
 - a. All CSG executive officers and the CSG Administrative Coordinator shall be authorized to approve expenditures from every CSG account. Committee, commission, and selected commission chairs shall be authorized to approve expenditures only from that committee, commission, or select committee account.
 - b. The Assembly may, upon a motion, second, and a 2/3 majority vote, authorize any person to approve expenditures from any CSG account.
4. **Disbursements to External Organizations.** No disbursement from any CSG account to an external organization shall be approved without a majority of the Assembly. Student organization funding awards duly approved by the Student Organization Funding Commission shall not require Assembly approval under this rule.

Article VI Election Code

A. Definitions.

1. "**Election Code**" shall mean Article VI of the Compiled Code.
2. "**Candidate**" shall mean a person seeking office in an election, and a President - Vice President pair seeking those offices in an election.
3. "**Candidate-Elect**" shall mean any eligible student selected to run in an Election on the Election ballot.
4. "**Party**" shall mean a group of candidates for President, Vice President, or representative identified by a common party name on the election ballot.
5. "**Student-at-Large**" shall mean any student not currently a representative, commission chair, a justice on the CSJ, an executive, a member of the UEC, the Election Director or select committee chair on CSG, nor a candidate seeking office in an election.
6. "**UEC**" shall mean the University Elections Commission as described in § F(2) of the Election Code.

B. Candidates and Parties.

1. **Overview.** The election code includes a separate Candidates and Parties Section for convenience. These rules in this section are not inclusive.
2. **Election Deadlines.**
 - a. **Filing Deadline.** No later than 5:00 p.m., 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part time staff employed by the University for CSG purposes. The Election Director may set the filing date prior to 5:00 p.m., 16 days before the start of the election.
 - b. **Candidates Meeting.** No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.
 - c. **Challenging Party Names:** Challenges to party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.
 - d. **Campaign Finance Deadline.** All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.
 - e. **Unspent Campaign Funds.** Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to the UEC

and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

f. **Statute of Limitations for Appeal.** After receiving the UEC's written decision, a respondent and/or petitioner has 24 hours to appeal that decision to the CSJ.

3. **Candidacy Applications.**

a. **Personal Application.** The candidacy application shall contain a personal application that shall require every candidate to provide her name as it is to appear on the ballot, her current local address, her current local telephone number, her email address, her UM ID number, her school(s) of enrollment, and her school of candidacy.

b. **Receipt.** The candidacy application shall contain a receipt, which shall be signed by the Election Director, Backup Election Director, or Administrative Coordinator upon receipt of the candidacy application and returned to the candidate for verification.

c. **Party Application.** The candidacy application shall contain a party application which shall require candidates who wish to run in a party to set forth the name of the party, and the name and dated signature of every candidate wishing to run in that party. A party need only submit a single party application.

d. **Signatures.** Every application submitted to the Election Director or Administrative Coordinator must bear the signatures and dates of signatures of every candidate named in the application.

e. **Candidate Oath.** Every candidate-elect shall sign a statement attesting to the fact that all information provided by the candidate-elect is truthful to the best of her knowledge and that she was an enrolled student at the University of Michigan's Ann Arbor campus by the end of the third week of the semester containing the election in question.

f. **Informative Material.** The candidacy application shall contain informative material which may be retained by the candidate. At a minimum, this material must include: an election calendar with appropriate deadlines clearly marked; a complete list of positions to be elected; a copy of the rules regarding elections and canvassing in Residence Halls; and information on how to access the ITS acceptable use policies; a copy of the Election Code.

g. . Only Assembly seats vacant at least 30 days prior to the start of the election shall be placed on the ballot.

4. **Candidate and Party Names.**

a. **Candidate Names.**

i. Candidates who choose to run in a party shall be identified on the ballot by their common party name.

iii. Candidate and party names must be fully written out, with the exception of common abbreviations, with the first letter of each word capitalized,

with the exception of articles, connectors, and prepositions, and the remainder of every word in the party name in lower case.

iii. No candidate may use a name on the ballot that is not her own. A candidate who wishes her nickname to appear on the ballot may spell her nickname in between her real first and last names.

b. **Party Names.** No party may use a deceptive party name.

i. Party names must be fully written out.

ii. No party name may be longer than 100 characters, including spaces and punctuation.

iii. No party name may consist solely of or begin with the word "independent".

iv. **Previously Used Party Names.** No party may choose the name of another party that was properly filed in any election within four years prior to the current election without the written authorization of a majority not greater than five of the candidates who ran with that previous party.

5. **Candidate and Party Restrictions.**

a. **Size Limitation.** No party may run more candidates for any school or college than there are seats available to be elected from that school or college.

b. **Conflicting Applications.** No candidate shall run with more than one party. Any candidate who signs more than one party application shall not be placed on the ballot as a candidate. No candidate shall run simultaneously as an independent and with a party.

c. **Withdrawal of Candidacy.** Any candidate may withdraw from the election by submitting a written request to the Election Director no later than 8 days prior to the election. A candidate who withdraws from the election but is nonetheless elected shall have the status of a resigned member of the Assembly.

d. **Simultaneous Candidacies.** Candidates may not run for more than one electable CSG position simultaneously.

e. **Counsel.** Each party may request a Student Advocate from the Central Student Judiciary to represent the party from the beginning of the election period to the close of all cases. Requests must be made by the submission of their party receipt. Each party retains the right to appoint their own counsel if they so choose, and that appointment must be made before the party submits their receipt.

6. **Demerit and Penalty System.**

a. All campaigns to serve on the CSG shall be subject to the rules and regulations found in the Election Code.

b. At any point after the official start of the campaign period, the UEC may assess demerits to individual candidates and / or parties for the violations listed within this article of the Compiled Code.

c. The penalties for violations in question will be determined an assessment of demerits. Each demerit assessed comes with the additional penalty of 3% total weighted votes revoked to the guilty individual candidate or Presidential ticket. Demerits assessed to the party as a whole will not result in 3% party-wide votes revoked. Hereafter, a demerit is assumed to include the additional 3% total weighted votes revoked.

7. Campaign Rules.

a. **Campaign Period.** The campaign period should commence immediately following the Candidates' Meeting with the Election Director, no later than 16 days before the start of the election. Campaign rules shall apply from the start of the official campaign period until the newly elected representatives are seated. The existence of the official campaign period shall not prohibit candidates from campaigning before the campaign period. The UEC may assess penalties for conduct that occurred before the start of the campaign period, but will not hold a hearing until after the start of the campaign period.

b. **University Policies.** The Election Director shall encourage all candidates to read and become familiar with all relevant university and residence hall policies that may be affected by their campaigns. The UEC may only hold candidates responsible for adhering to the Election Code, and may not hold candidates responsible for violations or alleged violations of any university policy not listed in the Election Code.

c. **CSG Endorsements Prohibited.** Neither the Assembly nor any of its committees, commissions, select committees, UEC, University Elections Judiciary, nor Election Director shall endorse any candidate in any election. As individuals, members of CSG may endorse the candidacy of any candidate in any election. Members of the UEC may not endorse the candidacy of any candidate or party.

d. **Minor Infractions.** Any violation shall result in the assessment of 1 to 2 demerits.

i. **Identification.** All printed campaign material must be identified, at minimum, by a statement in the form: "Paid for by <address>", where <address> is a valid email address of the candidate or party. Buttons and clothing are exempt from this rule. A violation shall be considered for every 50 pieces of campaign material per day. No more than four violations may be assessed within 24 hours of notifying the candidate.

ii. **Prohibited Posting Areas.** No campaign materials may be affixed on or in any University building. Designated posting areas in residence halls and

University Buildings are exempted from this rule. No more than one violation may be assessed per day.

ii. **Implying Elected Incumbency.** No printed campaign material for any candidate may imply incumbency if the candidate is not a current representative on CSG. Candidates appointed to CSG may use the word "retain" on their printed campaign material but may not use the word "reelect". No more than one violation may be assessed per day.

iv. **Not Attending a Mandatory Candidates' Meeting.** Candidates wishing to be placed on the ballot and having submitted a complete candidacy application on time that fails to attend a mandatory candidates' meeting shall be in violation of this rule. Candidates may not be found to be in violation of this rule more than once per election cycle.

v. **Filing a frivolous election complaint.** An election complaint is frivolous if it fails to meet the minimum standard for a complaint, as defined by Article VI, § C (1)(c). Within 24 hours of the petitioner filing the complaint, the respondent may raise this claim as a counterclaim, to be addressed at the hearing, or the UEC may make this judgment on its own. If the UEC finds a complaint to be insufficient, it must explain, in detail, why the complaint is insufficient and give leave to amend the complaint. Upon resubmission, if the complaint is still insufficient, the UEC may dismiss the complaint and may assess demerits.

e. **Major Infractions.** Any violation shall result in the assessment of 3 to 4 demerits.

i. **Unauthorized Endorsement.** Any campaign material claiming endorsement from any person or group of people that is not authorized by that person or group of people must include a disclaimer in the form: "Not authorized by <name>", where name is the name of the person or group of people from whom endorsement is claimed. Candidates and parties may imply endorsement by securing and retaining written permission from the person or group of people from whom endorsement is claimed. No more than one violation may be assessed per day.

ii. **Campaign Finance Violations.** A campaign finance violation includes the following: failing to file a campaign finance report by the filing deadline, accepting donations from prohibited donors, exceeding the donation limit for individual donors, overspending, failing to report campaign donations, and failing to report campaign expenditures.

iii. **Destruction of Campaign Material Prohibited.** No candidate may move, obscure, damage, destroy, deface, remove, or alter the

campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule.

iv. **Influencing a Student While Voting Prohibited.** No candidate may actively influence any student while the student is voting. The mere presence of a candidate in the vicinity of a voter while voting shall not constitute a violation of this rule.

iv. **Inappropriate and Irresponsible Use of Email Privileges Prohibited.** No candidate may send campaign related emails to any person who is not a registered student at the University of Michigan. No demerits shall be issued if an owner sends an email to a group or email list that contains less than 10% non-students. Furthermore, no candidate may send campaign emails to groups or email lists that the sender does not own, as defined by “mcommunity.umich.edu.” Candidates and campaign volunteers are prohibited from harvesting student email addresses for campaign purposes. Violations shall be assessed as one per recipient.

f. **Egregious Infractions.** Any violation shall result in the assessment of at least 4 demerits.

i. **Preventing Voting Prohibited.** No candidate may prevent any student from lawfully voting.

ii. **Bribery Prohibited.** No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule.

iii. **Fraudulent Voting Prohibited.** No candidate may cast any ballot on behalf of another student. No candidate may log into the voting website using any unickname that is not her own.

8. Penalties for Violating Campaign Rules.

a. **Jurisdiction.** The UEC shall hear cases involving the alleged violation of any campaign rule, and shall meet to determine whether demerits should be assessed against any candidate(s) or party(ies).

b. **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate or party may be in violation of more than one campaign rule for a single act.

c. Assessment of Demerits.

i. Demerits shall be assessed by the UEC based on their classification as described in Section G above.

ii. The UEC may assess demerits below the guidelines specified in this article if it finds sufficient cause to do so given by mitigating factors. The UEC

must state its reasons for deviating from the guidelines and this determination is reviewable *de novo* by the CSJ.

iii. **Warning.** The UEC may find a candidate or party in violation of the campaign rules but nonetheless assess no demerits against the candidate or party. This determination is reviewable *de novo* by the CSJ.

d. **Violations by a Candidate.** If the UEC determines that a candidate has violated a campaign rule and decides to assess demerits against that candidate, the UEC shall only assess penalties against that specific candidate.

e. **Violations by a non-Candidate.** Candidates and parties are responsible for educating their volunteers about the Election Code and the Campaign Rules.

i. The UEC must first determine if the non-candidate violated the Election Code.

ii. The UEC must determine if the non-candidate worked with or at the request of a candidate or party.

iii. The UEC must determine if the Election Code violation occurred within the "scope of the coordination." The "scope of the coordination" shall be defined as what the candidate or party requested the non-candidate to contribute to the campaign.

iv. If the UEC finds that all three factors set forth above were met, the UEC must assess full demerits against the respective candidate(s) or party that coordinated with the non-candidate.

C. Election Complaint Procedures.

1. Receipt and Disbursement.

a. Any University of Michigan student, faculty member, staff member, or alum may file a complaint with the Election Director alleging a violation of the campaign rules. Upon receipt of the complaint, the Election Director shall immediately deliver copies of the complaint to all of the named respondents, to the members of the UEC, to the Student General Counsel, and to the Chief Justice of the CSJ.

b. Neither the Election Director nor any member of the UEC may file a complaint with the Election Director.

c. Complaints shall set forth the names of the respondent(s), clearly identify the campaign rule that was allegedly violated, and allege sufficient facts to show that, if taken to be true, the alleged violation is plausible. Stating legal conclusions without factual support or formulaic recitations of elements of cause of action are not sufficient.”

2. **Withdrawal.** At any time during the complaint process, the petitioner of the complaint may withdraw the complaint. Upon withdrawal, the complaint is canceled and may not be heard by the UEC. A complaint that has been withdrawn may not be reinstated.

3. **Submission of Respondent's Brief.** A supplemental written brief is not required, but Respondent may file a written brief within 24 hours of her receipt of the complaint.

4. **Burden of Persuasion.** At all stages of the complaint process, the UEC and the CSJ shall assume that the allegations set forth in the complaint are not true. At all stages beyond the preliminary hearing, the petitioner shall have the burden of proof of showing that the allegations set forth in the complaint are true beyond a reasonable doubt. If a UEC decision is appealed to the CSJ, questions of fact are reviewed using a *clearly erroneous* standard and questions of law are reviewed using a *de novo* standard.

5. **Hearing.**

a. Within 24 hours of receipt of the respondent's brief, or the expiration of respondent's 24-hour deadline, the Election Director shall hold a hearing. The petitioner and respondent shall both be notified of the date, time, and location of the hearing, which shall be open to the public.

b. The hearing shall not commence without a quorum of the UEC.

c. The petitioner shall be given five minutes to make an opening statement in support of the complaint, after which the respondent shall be given five minutes to make an opening statement against the complaint.

d. The petitioner shall present her case first, and shall have thirty minutes to make a case in support of the complaint. The respondent shall then present her case, and shall have thirty minutes to make a case against the complaint.

e. The petitioner shall be given ten minutes to make a closing argument in support of the complaint, after which the respondent shall be given ten minutes to make a closing argument against the complaint.

f. After the hearing, the UEC shall retire to a meeting. The decision of the UEC must be written, and must be delivered to the petitioner and the respondent within 36 hours of the hearing.

g. Failure of the UEC to reach a decision in the matter shall result in a cancellation of the complaint, which shall not be further pursued by the UEC. Failure of the UEC to deliver a written opinion to the petitioner and respondent within 36 hours of the hearing shall result in a cancellation of the complaint, which shall not be further pursued by the UEC.

6. **Appeals.** The respondent and/or petitioner may appeal any decision of the UEC to the CSJ within 24 hours of receiving the UEC's written decision.

D. Campaign Finance Regulations

1. **Campaign Spending Limits**

a. **Individual Candidates.** Each candidate in an individual legislative race, including the election for DPS oversight commission, shall be allowed to spend funds not in excess of \$50 on his or her campaign.

b. **Presidential Tickets.** Each presidential ticket shall be allowed to spend funds not in to exceed \$1,000 for their campaign.

c. **Party.** Each party shall be allowed to spend funds not to exceed the sum of \$1,000 for their presidential ticket plus \$50 per party legislative candidate. Candidates running with a party have their individual sums counted toward the party limit.

2. Campaign Donation Limits

a. **Students.** Individual students eligible to vote in Central Student Government Elections shall be eligible to donate to Central Student Government election campaigns. Candidates contributing to their own campaign are subject to individual donation limits.

i. Eligible students can donate up to \$25 to individual legislative campaigns and up to \$100 to presidential tickets.

ii. Eligible students shall donate no more than a total of \$150 to any combination of candidates or parties in a single CSG election.

b. **Prohibited Donors.** All individuals and organizations not covered by section are forbidden from donating to campaigns.

3. Filing Donation and Expense Reports.

a. The UEC shall be responsible for developing and distributing campaign finance disclosure forms to every party head and independent candidate at the pre-campaign meeting.

b. This form shall include, but not necessarily be limited to:

i. Spaces to identify the names of individuals and groups donating.

ii. Spaces for the signature of individual donors or financial officer of a group certifying their donation.

iii. Spaces to signify the amounts of those individuals and groups donating.

iv. Spaces to indicate individual expenditures toward campaign materials.

v. A space indicating the total amount spent on the election.

vi. A space for a candidate or designate party leader to certify the report.

vii. A notice indicating all relevant deadlines, spending limits and eligibility requirements.

viii. Any necessary instructions on filling out the form.

ix. Contact information for the UEC for help in filling out the form.

c. Parties and candidates must provide receipts documenting campaign purchasing when parties and candidates submit their campaign finance forms.

d. Candidates running as part of a party do not have to file an expense report, as the party shall be required to file an expense report for all the party's expenditure.

e. All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.

f. Completed forms shall be made publicly available online by the UEC for the inspection of any interested individual associated with the University of Michigan within 24 hours of the submission deadline.

g. This section shall not be construed to limit parties from raising funds before a formal campaign period, so long as those funds meet all requirements outlined in this section.

4. Penalties for Campaign Finance Violations.

a. **Standing.** Any registered student at the University of Michigan has standing to bring claims of campaign finance violations under this section.

b. **Penalties.** Violations of the Campaign Finance Regulation are considered major violations of the Election Code.

5. Unspent Campaign Funds. Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to the UEC and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

E. Election Schedule.

1. **Election Dates.** The Assembly shall schedule two annual elections, one in March and one in November. The Student General Counsel shall recommend to the Assembly the dates on which to schedule the elections. Each election must be held for two consecutive weekdays occurring no earlier than five weeks before the last day of classes for each semester.

2. Election Deadlines.

a. No later than 42 days before the start of the election, the Student General Counsel shall submit her nominations for Election Director and UEC to the University Council.

b. No later than 30 days before the start of the election, the Election Director shall make candidacy applications available in the CSG office and shall begin advertising the CSG election.

c. No later than 31 days before the start of the election, the Assembly may approve any amendments to the Election Code.

d. No later than 5:00 pm 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part time staff employed by the University

for CSG purposes. The Election Director may set the filing date prior to 5:00 PM 16 days before the start of the election.

e. No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.

f. No later than 12 days before the start of the election, an official sample ballot shall be posted on the voting website and in the CSG office.

g. Any election grievances must be delivered to the Election Director no later than 24 hours after the polls close.

h. A respondent and/or petitioner has 24 hours after receiving the UEC's written decision to appeal that decision to the CSJ.

i. At the first Assembly meeting after the end of the election, the Election Director shall announce official election results.

j. Ten days after the certification of the official election results by the UEC, the term of incumbent representatives shall expire and the term of newly-elected representatives shall commence.

F. Election Staff.

1. Election Director.

a. **Eligibility.** The Election Director must be a currently-enrolled University student and not a member of the CSJ, nor a representative, executive officer, commission chair, or select committee chair on CSG, nor a candidate in any election during which she shall also serve as Election Director.

b. **Appointment.** The Student General Counsel shall appoint an Election Director with the advice and consent of the University Council. A majority vote shall be required to confirm the nomination. If the nomination is rejected by the University Council, the appointment process shall recommence.

c. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Election Director, who may be removed either by the SGC or by a majority of the Assembly. If the Election Director is removed, the appointment process shall recommence and the Backup Election Director shall serve as the Interim Election Director in the mean time, assuming all duties and powers of the Election Director.

d. Duties.

i. The Election Director shall make weekly reports to the Assembly beginning the week following her confirmation and ending the week after the election ends.

ii. The Election Director shall consult the Office of the Registrar to verify the enrollment status of all candidates and ensure that all candidates fulfill the requirements of the Constitution and of the Election Code.

iii. The Election Director shall advertise the CSG election in coordination with the Communications Committee Commission, the UEC, the Assembly, and the University Council.

iv. The Election Director shall prepare and make available in the CSG office candidacy applications. The Candidates packet and application may be jointly prepared by the Election Director and the Student General Counsel. These materials must be approved by the UEC.

v. Candidates shall be informed of any Election Code changes made by the Assembly after candidacy applications are available.

vi. The Election Director shall schedule, preside at, and announce at least 48 hours prior to its commencement, a meeting of all candidates.

vii. The Election Director shall be responsible for ensuring the correct operation of the voting website and the candidate information website.

viii. The Election Director shall randomize party and candidate names on the online voting ballot. Independents shall be grouped together and randomized as if they were another party.

ix. The Election Director, with the assistance of the UEC, must send at least one email to all enrolled students advertising, at minimum, the election dates, voting website address, and hours of operation of the voting website.

x. The Election Director shall be available in person, by phone, or by some means of electronic communication during the election period, and shall promptly respond to any questions received from candidates.

xi. The Election Director shall preside over meetings of the UEC as an *ex officio* member.

e. **Access to Election Results.** Only the current CSG Election Director shall have access to real-time election results for any school-wide or campus-wide election or referendum conducted on vote.umich.edu

2. University Elections Commission.

a. **Composition.** The UEC shall be composed of at least five enrolled students, including at least one member from the University Council. No candidate may serve on the UEC.

b. **Appointment.** The Student General Counsel shall submit nominations for membership on the UEC to the University Council, which may approve all, none, or any of the nominations, and may amend the composition of the UEC. Confirmation of the UEC shall be upon a motion, second, and majority vote of the Assembly.

c. **Removal.** The University Council or the Assembly may, by a two-thirds vote, remove any member of the UEC. If a removal from the UEC results in a UEC membership that does not meet the requirements of the Election Code, the appointment process shall recommence but normal operations of the UEC shall not be halted in the interim.

d. **Meetings.** The UEC shall meet as necessary. A quorum is defined as greater than 50 percent of members in attendance. The Election Director may be counted toward quorum.

e. **Duties.**

i. The UEC shall assist the Election Director in fulfilling her obligations and executing the election.

ii. The UEC shall hear and decide upon all election complaints.

f. **Challenges to Party Names.**

i. Party names shall be posted by the Election Director immediately after the deadline for filing candidacy applications.

ii. Challenges to party names and replacement party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.

iii. The UEC shall decide whether a party name is deceptive, and if it so finds shall allow the party 24 hours in which to submit an alternate party name.

3. **Backup Election Director.**

a. **Eligibility.** The UEC shall elect a Backup Election Director from among its own membership.

b. **Duties.**

i. The Backup Election Director shall serve as a non-voting member of the UEC.

ii. The Backup Election Director shall serve as the Secretary of the UEC.

iii. The Backup Election Director shall serve temporarily as the Election Director in such instances where asked to do so by the Election Director or when the Election Director is unable to fulfill her duties.

C. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Backup Election Director, who shall be removed by a two-thirds majority vote of the University Council or the Assembly.

G. Post-Election Procedures.

1. **Eliminating Derogatory Write-In Votes.** Immediately following the completion of the election, the Election Director and Backup Election Director shall review the results and eliminate any write-in responses they deem to be inappropriate and/or offensive.

2. **Release of Results.**

- a. Unofficial results, with derogatory write-in votes deleted but noting the number of derogatory write-in votes that were removed, are to be released to candidates only after all pending cases and appeals have been filed. Official results, noting the number of write-in votes deemed derogatory and removed, shall be posted on the CSG website with 24 hours of being confirmed by the UEC after all pending cases and appeals have been resolved.
- b. Election results include, but not limited to, the names of candidates who have won or lost the election, the total number of votes cast, the number of votes each party or each candidate received, or percentages reflecting said numbers.

3. **Seating of New Members.** Newly elected members and officers of CSG shall begin their term of office ten days after the certification of the results by the UEC. If results are unable to be certified in whole, they may be certified on a school or college basis. CSG officers and members shall remain in office until the seating of their successors (unless removed from office by methods specified in the All-Campus Constitution).

4. **Oath of Office.** The President shall, before beginning his/her term in office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly President." This oath shall be administered by the Chief Justice of the CSJ. The Executive Vice President shall, before beginning his/her term of office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly Vice President." This oath shall be administered by the Associate Chief Justice of the CSJ.

5. **Appeals in Progress.** While appeals to the CSJ are being pursued, the decision of the UEC and/or Election Director is in force unless the CSJ stays their decision.

6. **Debriefing the Assembly.** The Election Director shall debrief the Assembly of the election no later than two weeks following the completion of the election. If there is an appeal in progress, the debrief shall occur at the next CSG General Assembly meeting once the appeal has been settled.

H. Petitions and Ballot Questions. This section applies to all questions placed on the ballot in a CSG election. All restrictions applying to candidates also apply to anyone campaigning for a ballot question. However, in cases of conflict, this section supersedes the Election Code.

1. A ballot question is any referendum, initiative, referral or recall question or constitutional amendment question (regardless of method of initiation) to be voted upon in an election.

2. Any ballot question to be placed on the ballot must be submitted to the Election Director at least 25 days before the election. The Election Director shall notify the CSJ of any ballot questions submitted by CSG or by petition.

a. In the case of a petition, two copies of the petition, including the original document, shall be submitted to the Election Director, for distribution to the CSG Program Manager and the CSJ.

3. The CSJ shall examine each ballot question at a hearing no later than 16 days before the election to verify that the ballot question complies with the provisions of the Compiled Code and the CSG Constitution, is worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meets the requirements for a recall question), and (in the case of petitions) is in the proper form. the CSJ can only bar a referendum question which fails to meet these requirements; it cannot bar a question from the ballot because it dislikes the legislative goals. Any appeal of the CSJ decision must be filed within 24 hours of the decision, and the CSJ shall resolve the appeal no later than 14 days before the election.

4. **Form of Petitions.** All petitions for ballot questions shall be in the form outline below. A petition sponsor should consult with Rules Committee or the Student General Counsel if he/she has any questions concerning the proper form of a petition. Responsibility for complying with the provisions of this Code falls upon the sponsor, and ignorance, error, misinterpretation or mistake of law is not an excuse for failure to comply.

a. **Title.** The title of the petition shall be stated entirely in uppercase letters at the top of each page of the petition.

b. **Text.** Following the title, the petition shall contain the full and exact text of the question. The question must be worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meet the requirements for a recall question).

c. **Signatures.** Below the full text on each page of the petition shall appear the words, "We, the undersigned currently enrolled students, petition for a campus-wide vote on the proposal above." Each petition shall have a column for the signature of the student, his/her printed name, his/her student identification number, and his/her unqiename.

d. **Circulator's Statement.** At the bottom of each page of a petition there shall be the following statements: "I have circulated this petition and believe all of the signers to be currently-enrolled students." The petition shall be signed by the circulator with his/her printed name, unqiename, and date upon which the petition was circulated. The petition shall also state the names of official sponsors of the petition.

e. **Distribution of Signatures.** Any question to be placed on the ballot by petition must obtain the support of 1000 currently-enrolled students at the University of Michigan, Ann Arbor. No more than 80% of the signatures can be from one school or college.

f. **Certification of Petitions.** The CSJ, with the election staff, shall examine each petition for a ballot question, verifying whether the petition has met the requirements stipulated above. Student status must be verified by checking no less than 100 of the unqiames online or with the Registrar's Office.

g. **Validity of a Petition.** Parties to any action challenging the validity of a petition shall be allowed to inspect the petition document.

I. School-wide and Campus-wide Elections

1. **Access to Election Results.** For verification purposes, all organizers of proposed school-wide and campus-wide elections on vote.umich.edu must submit the name of their MCommunity Election Director permission list for their respective elections before being allowed to open their election polls. Any permission list that contains individuals who are not the Election Director will be automatically denied.

J. Seat Apportionment. Describes the method and manner in which seats shall be apportioned among schools and divided between terms.

1. Unit Apportionment.

a. Only "constituent degree-granting units" (i.e. any school, college, or academic division located at the Ann Arbor campus of the University of Michigan that is also authorized to recommend to the board of Regents the granting of degrees as specified in Chapter IX and Chapter XI of the Bylaws of the Board of Regents) shall receive seats on the Assembly. Students in non-granting units shall be represented by the school which authorizes their degree (their constituent degree-granting unit).

b. Each degree-granting unit shall receive one representative for each 800 students or major fraction thereof enrolled in the unit. Each degree-granting unit shall receive at least one representative on the Assembly.

c. The most currently available fall and winter term enrollment data will be averaged for determining enrollment. The data comes from the Office of the Registrar's Term Enrollment and Credit Hour Reports; specifically, the "102-Enrollment by Unit, Gender, Class level" report.

d. The apportionment process shall take place during the winter semester prior to the commencement of elections.

e. Seats shall be apportioned according to the total number of students listed in the report for each unit excluding graduate students that receive their degrees from Rackham. Rackham seats shall be apportioned according to the total number of graduate students that receive their degrees from that school.

2. Academic Term Apportionment.

- a. All full-term seats shall be apportioned to the March election.
- b. Any seats that are vacant or held by appointment shall be up for election as half-term seats in the November election.

K. Department of Public Safety Oversight Committee Elections.

1. Pursuant to 1990 PA 120, MCL 390.1511, all-campus elections for the two representative seats on the Department of Public Safety Oversight Committee shall be held in concurrence with the November and March elections.
2. Each election shall seat a student on the DPS Oversight Committee for a period of 1 year, with the runner-up acting as the backup Representative should the elected Representative resign.
3. The rules and procedures for this election shall follow the same rules and procedures outlined for Central Student Government elections.

Article VII

Student Organizations

- A. **Student Organization Recognition.** Any student organization properly registered with the University of Michigan and recognized by the University of Michigan will be recognized by CSG.
- B. **Ex-Officio Representation.**
 1. Any group wishing to attain an ex-officio seat shall submit a list of first name, last name, and email address of at least 400 members, as well as a signed statement acknowledging that they do not belong to a larger organization and are not a college or school student government to the Speaker of the Assembly.
 2. If a question is raised about the validity of the 400-member roster, the Rules Committee will conduct an investigation on the number of students in the student organization in question.
 3. Ex-officio seats shall expire at the end of every winter semester. Groups wishing to re-apply to retain their seats in the fall shall retain their seat until a determination is made regarding their eligibility for the seat in the fall.
 4. There shall be no limit to the number of groups allowed to have ex-officio seats. All groups meeting the criteria shall be granted a seat.
 5. Student organization ex-officio members have all the rights of a regular assembly member, except they may not make motions, second a motion, or vote.
- C. **Student Organization Funding.** Student organization funding during the academic year will be determined by the Student Organization Funding Commission (SOFC). SOFC

shall consider funding requests and appeals for all student organizations and their events, activities, and initiatives under the guidelines established below.

1. **Leadership.** The President shall, with the advice and consent of the Assembly, appoint a Chair of SOFC. President may also appoint up to three Vice Chairs of SOFC. Such appointments shall likewise require the consent of the Assembly. They shall be jointly referred to as "the Chairs." In addition, the Treasurer shall also be a non-voting member of SOFC and a member of the SOFC leadership team. The Chairs may also elect to appoint a SOFC Secretary to assist them in administrative duties of the Commission. The Secretary may not be involved in funding decisions or be a voting member.
2. **Membership.** SOFC must have at least ten but no more than thirty voting members. An application for membership shall be made public by the Chair as expediently as possible following his or her appointment. The Chairs shall review the applications with the assistance of the executive committee. Upon review, they shall submit their nominations to the Assembly for confirmation. No person shall participate whatsoever in any activities, reviews, or votes of SOFC until confirmed by the Assembly. Failure to adhere to this shall result in automatic recall of the Chair before the Assembly. At least one-half of the seats on SOFC shall be reserved for Assembly representatives. If enough representatives to fill the reserved seats do not apply by the deadline established by the Chairs, the seats may be filled by students-at-large.
3. **Schedule.** Each semester shall consist of at least two funding cycles. The exact dates of these funding cycles shall be determined by the SOFC Chair.
4. **Disclosure.** The Assembly shall produce and prepare a disclosure form which must be submitted along with a nomination for SOFC membership. Failure to submit shall cause a nomination to be out of order. Such a disclosure form must ask, at a minimum, full name, unqiename, and a list of all student organizations the nominee is actively involved in or has a personal invested interest in. The disclosure forms must be made available online before the member can participate in SOFC activities. Failure to adhere to this shall result in the member's automatic recall.
5. **Schedule.** Funding shall be conducted on a rolling basis, and each semester shall consist of three receipt deadlines. Within each receipt deadline there will be a certain number of funding waves. The number of funding waves shall be set at the discretion of the Chairs based on the semester's academic calendar.
6. **Structure.** SOFC shall divide itself in to two committees. Each must be lead by designated Chairs each week. The Chairs shall determine which of them shall be designated to lead SOFC operations from week to week. Every weekend in which there was a submission deadline, a committee shall conduct SOFC operations. No member of a committee who is not responsible for the week's operations may participate in any SOFC activities. Failure to adhere to this shall result in the member's automatic recall before the Assembly. The two Committees shall alternate weeks in which they shall conduct funding.
7. **Review and Appeals.** Each week in which there was a Friday deadline, a Committee

- of SOFC shall conduct both reviews and appeals. All applications submitted on that week's deadline shall undergo initial review. The Committee shall review the application with all relevant information submitted and shall render a funding decision in the most expedient manner possible following the deadline. Each student organization will have the option to appeal any decision rendered under initial reviews. Such appeals will be conducted the next week SOFC conducts funding operations. As such, whichever Committee is on duty for a given week shall also hear appeals from SOFC's last funding deadline, which ensures that a student organization's appeal will be heard by a different Committee than initially reviewed it. Failure to adhere to this shall result in the automatic recall of the Chair. No member of SOFC may be in any way involved in the review or appeal of a student organization disclosed on their disclosure form, which shall require such a member to leave the meeting when such a review is being done. Failure to adhere to this shall result in the automatic recall of the offending SOFC member and the Chairs responsible for overseeing the funding session in question.
8. **Funding Considerations.** Consideration for funding shall be based on the following criteria: financial need, quantity of students affected; the degree of effect on students; the effect on the Ann Arbor, University of Michigan, and general Michigan community; effort to receive funding from other sources; completeness of funding application unique nature of the event; prior use of SOFC funding allocations; and any other considerations deemed appropriate by SOFC.
 9. **Voting and Record Keeping.** The Chairs shall be required to maintain records of which Committee conducted and which Chairs lead funding operations on any given week and which Chair. Such records shall be available online within 48 hours of the conclusion of a funding weekend. Failure to adhere to this shall result in the automatic recall of the Chairs responsible for the funding session in question. Every decision made by SOFC shall require a simple majority vote of the present members. The Chairs overseeing the week's funding operations shall not vote, except to break a tie.
 10. **Reporting.** SOFC shall be required to submit an official report to the Assembly by 6:00pm on the Tuesday following an application deadline detailing the weekend's funding activities. Such a report must include: (1) the total amount of available funds SOFC had at the beginning of the week, (2) the amount each group reviewed and appealed initially applied for, (3) the amount awarded to each group under initial reviews, (4) the amount awarded to each group under appeals, as well as the amount they were initially awarded under reviews, (5) the amount of available funds SOFC has remaining, and (6) the committee and Chairs who conducted funding. The Assembly shall be required to either adopt or reject the report, neither of which will have any effect on the outcome of funding operations or the funding decisions made by SOFC within the report. If the report is rejected, the Chairs who were responsible for the funding session being reported on shall automatically recalled.
 11. **Recall of a Member.** Any of the aforementioned events causing the recall of a member or a Vice Chair of SOFC shall not constitute a removal of the member. A

- recalled member or Vice Chair is required to appear at the next meeting of the Assembly, unless excused by the President or Speaker of the Assembly, during which the member shall be afforded the opportunity to explain the situation, and the Assembly shall have the opportunity to ask questions of the member. If a member is excused, he or she must appear at the next available meeting. A member under recall may be removed by a simple majority vote of the Assembly, after which the President must consent. If the President does not consent, he shall inform the Assembly by official communication, and the Assembly may remove the member by a two-thirds vote if deemed appropriate. If the member is not removed, he or she shall no longer be considered under recall.
12. **Recall of the Chair.** If the Chair is recalled for any of the aforementioned rules, he or she shall be required to appear at the next meeting of the Assembly. Pursuant to the Constitution, the Chair may only be removed by the President with the consent of three other executives.
13. **Removal of a Member.** The Assembly may remove any Vice Chair member of SOFC, except the Chair, by a two-third majority vote at any time.
14. **Other Provisions.**
- a. SOFC shall determine funding awards on a content and viewpoint neutral basis.
 - b. SOFC may not consider the membership, composition, political, or religious view of any organization when deliberating funding decisions.
 - c. Funding applications to SOFC shall be made available to student organizations as soon as possible after the start of each term.
 - d. Upon the request of an officer of a student organization, the Chair, or designee, shall provide a written justification for that organization's award.
 - e. Upon the request of any Assembly representative or other member of CSG, the Chair, or designee, shall provide a written justification for the award of any organization.
 - f. Upon the request of any member of CSG, the SOFC Chair, or designee, shall provide a written justification for the recommended allocation of any organization.
 - g. Any award to a student organization for which a receipt request for reimbursement is not submitted by the receipt deadline in the given wave shall be considered cancelled and shall revert to SOFC.
15. **Student Organization Requirements.**
- a. All student groups applying for funding must be recognized with the Central Student Government and have a valid SOAS account.
 - b. Student organizations must present accurate information to SOFC through written applications and any oral statements.
 - c. **Conditions**
 - j. SOFC may attach any conditions to their allocations regarding the use of funds.
 - ii. Organizations receiving funding must stipulate in a grant agreement that they will adhere to these conditions.

- iii. Failure to adhere to the conditions attached to the agreement by SOFC shall result in the cancellation of the agreement, and all awarded funds shall revert to SOFC.
 - iv. SOFC shall not fund, unless deemed necessary by a two-thirds majority of the week's committee the following: capital goods, t-shirts, newspaper advertisements, hotel or airfare costs for students traveling from campus, gas, club sports fees assessed by the Athletic Department.
 - v. Organizations receiving funding must agree to either include the phrase "Funded by SOFC and the Central Student Government" or place the CSG logo on a publication that is distributed for the event.
 - vi. Organization receiving funding for the purpose of showing films, movies, or video clips must ensure that all of the content is captioned.
16. **Funding Ineligibility.** SOFC shall not fund an organization which is an organ of CSG, including Assembly Committees and Executive Commissions. An organization may be deemed ineligible for funding by a two-thirds vote of the Assembly.
17. **Late Applications.** Late applications shall be considered only under extenuating circumstances. For SOFC to consider a late application, a written statement attached to the funding application must be submitted to the CSG office within 24 hours of the funding deadline. Three of the four Chairs must approve a late application submission. If not, the application shall be considered to be submitted for the following funding deadline.
18. **Deadline Extensions.** SOFC may offer an extension on the receipt deadline of any wave with the concurrence of three of the four Chairs.
19. **Violations.** Any student organization presenting misleading information regarding activities, finances, membership, or any other required information will not have its application considered by SOFC. Failure to adhere to the aforementioned funding guidelines and policies may result in ineligibility, and SOFC may take into account an organization's past use of SOFC-allocated funds.

Article VIII

Conflicts of Interest

A. Conflicts of Interest with the University.

1. Conflicts of Interest with the University.

- a. No member of the Assembly may accept a paid position gained by virtue of her membership in CSG.

2. Misuse of Assembly Resources

- a. No member or employee of the Assembly may ask an employee of the Assembly to do work that is substantially unrelated to Assembly work.
- b. No member or employee of the Assembly may use the financial or clerical services of the Assembly for her personal use or for the use of a student group of which that person is a member.

3. Conflicts of Interest with Student Organizations.

- a. A member of the Assembly shall have a conflict of interest with a student organization, be it recognized or unrecognized by the Assembly, if she, or an immediate family member of hers, receives money from the organization or will receive money from the organization as a direct consequence of her membership in the Assembly. No member of the Assembly shall have a conflict of interest with a student organization if she is an unpaid member of the organization or has been reimbursed by the organization for her own expenses.
- b. No member of the Assembly possessing a conflict of interest with a student organization may participate in debate or vote on any matter regarding the organization with which there exists a conflict of interest.

4. **Obligation of Disclosure.** Members of the Assembly must publicly disclose at an Assembly meeting any existing or potential conflicts of interest with the University and student organizations. Members of the Assembly must also publicly disclose any University of Michigan employment details. If the conflict of interest arises during membership in the Assembly, the member remains obligated to disclose the conflict.

5. **Investigation, Censure, and Removal.** Any member of the Assembly who fails to adhere to the rules and regulations regarding the existence and mitigation of conflicts of interest shall be subject to an investigation by the Assembly, the outcome of which may be censure or removal from the Assembly.

