

**BYLAWS OF THE INDIANA UNIVERSITY STUDENT ASSOCIATION
PROPOSED 8/20/15**

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Article I. Congressional Meetings

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

1 Announcement

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

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

2 Open Meeting Policy

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

3 Quorum

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

Article II. Duties of Members of Congress

Section A. General Duties

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

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

Section B. Student Representatives

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

Section C. Student Senators

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

Section D. Absence Policy

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

Article III. Parliamentary Procedure

Section A. Robert’s Rules of Order

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

Section B. Resolutions

1 Submission

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

2 Consideration

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

3 Primary Sponsorship

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

4 Voting

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

5 Resolutions on Appointment or Removal from Office

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

6 Executive Approval

Once a resolution is passed by the Student Body Congress, a copy shall be delivered to the Student Body President for approval in accordance with Article III, Section 3 of the IUSA Constitution.

Article IV. Legislative Sessions

Section A. Time of Sessions

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

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

Section B. Legislative Authority

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

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

- 3 If the resolution pertains to the confirmation of a Presidential appointment, it shall never have an expiration date attached.

Article V. Additional Congressional Duties

Section A. The Speaker of the Student Body Congress

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

- 1 The Speaker of the Congress shall be elected by a majority vote of the Student Body Congress. Nominations and elections for the Speaker of the Congress shall occur at the first regular Student Body Congress meeting of the Fall and Spring legislative sessions.
- 2 The term of office shall be for one legislative session. However, he or she may be re-elected.
- 3 The Speaker of the Congress shall have final authority over all appointments to Congressional committees as defined in Article VII, provided Congress confirms these appointments with a majority vote. The Speaker shall not serve on any such committee.
- 4 If the Speaker of the Congress is not performing his or her duties appropriately, he or she may be removed if the Student Body Congress passes a resolution for removal by a two-thirds vote.

Section B. The Grammarian

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

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

Section C. The Parliamentarian

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

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

Section D. The Press Secretary

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

- 1 The Congressional Press Secretary shall be elected by a majority vote of the Student Body Congress. Nominations and elections for the Congressional Press Secretary shall occur at the first regular Student Body Congress meeting of the Fall and Spring legislative sessions.
- 2 The term of office shall be for one legislative session. However, he or she may be re-elected.

- 3 The Press Secretary shall *ex officio* chair the Student Relations Committee and oversee all of their activities
- 4 The Press Secretary shall have the authority to speak on behalf of the Congress, and is expressly empowered to engage with any media outlet with regard to any congressional issue, subject to approval of the message in question from the Speaker of the House.
- 5 If the Congressional Press Secretary is not performing his or her duties appropriately, he or she may be removed if the Student Body Congress passes a resolution for removal by a two-thirds vote.

Section E. The Committee Chairperson

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

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

Article VI. Congressional Committees

Section A. General Duties of Committees

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

1 Committee Appointments

The Speaker shall appoint Student Representatives and Student Senators to the standing committees of the Student Body Congress in accordance with the interests of Members and the need to maintain adequate committee involvement. Committee members and chairpersons shall be appointed for the entirety of their term.

- a All Student Representatives and Student Senators must serve on one and only one congressional standing committee.
- b A Member of Congress may switch committees during his or her term with approval from the Speaker of the Congress.
- c Committee chairs shall be chosen by a majority vote of the members in a given committee and then confirmed by majority approval from Congress
- d The Speaker of the Congress may change appointments to committee chairs at any time during a legislative session, if deemed necessary. Any changes to committee chair appointments must be submitted for two-thirds approval by the Student Body Congress present and voting and do not go into effect until such approval is obtained.

2 Posting of Times and Locations

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

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

3 Committee Reports

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

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

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

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

Section C. Student Relations Committee

The Student Relations Committee shall be responsible for issues of rights & equality on campus as well as the general concerns/feelings of the student body on campus or world issues. As a standing committee, the Student Relations committee will have the power to adopt resolutions through the sponsorship of one or more of its members for initiatives that relate to its committees. The Speaker of the House shall *ex officio* chair the Student Relations committee and coordinate all Student Relations activities.

Section D. Student Life Committee

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

Section E. Education Committee

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

Section F. Environmental Affairs Committee

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

Section G. Congressional Steering Committee

The Congressional Steering Committee shall be composed of all five chairpersons of the IUSA standing committees. The Speaker of the Congress shall chair the committee and will be the last committee member to vote.

- 1 Shall act as a medium of information exchange between the Congress and the Congressional Secretary.
- 2 Shall serve as an informational source for Congress Members concerning executive matters.
- 3 Resolutions of Reprimand or Censure shall be adopted by the Congressional Steering Committee.
- 4 Upon accusations of violations of the IUSA Code of Conduct, the Congressional Steering Committee shall serve as a conduct committee, as regulated by Article XIV of these bylaws.

Section H. Ad-•-Hoc Committees

Ad-•-hoc committees shall be created by the Speaker of Congress to study topics that either do not fall under the jurisdiction of any standing committee or are very specific in nature.

- 1 Ad-•-hoc committees shall follow the same guidelines as all other committees, except in the following ways.
 - a Student Representatives and Student Senators may be members of multiple ad-•-hoc committees as well as exactly one standing committee.
 - b All Student Representatives and Student Senators may choose to be members of any ad-•-hoc committee.
 - c Two days before the first meeting of an ad-•-hoc committee, the Grammarian shall publicly announce the ad-•-hoc committee in the following ways.
 - i An email sent to all student Senators and Representatives.
 - ii Any other additional means chosen by the Speaker of the Congress.
- 2 The Speaker of the Congress shall appoint the chairperson of any ad-•-hoc committee.
- 3 The chairperson of any ad-•-hoc committee shall have all the powers and duties listed in Article X of these Bylaws. Should an ad-•-hoc committee exist for more than three weeks, the Speaker of the House must submit the appointment of the chair to the Student Body Congress for approval.
- 4 Precedence may be assigned to an ad-•-hoc committee for any resolution that covers the topic for which the committee was made.

Article VII. Finances

Section B. Standard Budget Procedure

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

1 Budget Development

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

2 Budget Consideration

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

3 Budget Approval

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

Section C. Executive & Director Stipends

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

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

Section F. Line-Item Changes

The line-item transfer policy shall be as follows:

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

Section G. Statements

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

Section H. Unbudgeted Expenditures

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

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

Section I. Additional Allocations Post-Budget

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

Section J. Emergency Expenditures

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

Article VIII. Duties of the Executives

Section A. General Duties

The duties of the executives of IUSA, which for these purposes shall be defined as the Student Body President, the Student Body Vice President, the Vice-President of Congress, and the Treasurer of the Student Body, shall be to carry out their respective duties in accordance with Article III, Section 2 of the Constitution and to uphold

the dignity of the IU Student Association in their conduct and behavior. The Student Body President shall have the power to appoint further executives by a signed order submitted to the Student Body Congress.

Section B. Office Hours

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

Article IX. Additional Executive Duties & Entities

Section A. Department Chiefs

- 1 The Student Body Congress may, by majority vote, add or remove an entire executive department, organizational entity, or a particular Chief.
- 2 The duties of the Department Chiefs shall include, but not be limited to:
 - a Regular attendance at all Chief meetings held by the Chief of Staff
 - i Chief meetings shall be held bi-weekly.
 - ii If a Chief is unable to attend, a proxy from the department can be sent in his or her place.
 - b Submission of typed reports to a Chief's immediate superior once every two weeks, prior to all Student Body Congress meetings.
 - c If monetary expenditures arise, creating and maintaining a departmental budget by keeping accurate records of all expenditures and following all appropriate procedures as directed by the Student Body Treasurer.
- 3 Appointment and Removal of Departmental Chiefs
 - a Appointment of Chiefs shall be made by either the Vice President of Administration or the Chief of Staff
 - b Removal of Chiefs shall be made by either the Vice President of Administration or the Chief of Staff and shall require confirmation by the Student Body Congress.

Section B. Directors

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

1 Duties

- a Regular attendance at all departmental meetings.
- b Departmental meetings shall be scheduled at the discretion of the current Chief.
- c Attendance rules for departmental meetings shall be determined at the discretion of the current Chief.
- d To serve as proxy for a Chief at the bi-weekly Chief's meeting
- e Other duties shall be assigned at the discretion of the Chief.

2 Subsequent Offices

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

3 Appointment and Removal

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

Section C. Mandatory Departments

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

these mandatory Department Chief's oversight.

Section D. Historian

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

1. The historian shall maintain office hours by appointment.
2. The historian must provide Student Body Congress or Student Body Supreme Court with a historical document within 3 weeks of request.
 - a. Any request shall be made via University email.
3. The historian is responsible for the upkeep of IUSA's historical documents and timeline.
 - a. The historian updates IUSA's website by collaborating both IUSA's Student Body President and with IU Creative Services.
 - b. Historical documents include, but are not limited to, minutes of meetings, IDS and other media articles, resolutions, memos, letters, and campaign materials.
4. The historian has three sets of forms to fill out: Beginning-of-Year, Mid-Year, and End-of-Year. Each of these sets has a form for each initiative and a summary form to consolidate all initiatives.
 - a. The historian is responsible for sending these forms to the IU Archives and Records Management in a timely matter.
5. The historian is responsible for keeping the IUSA office free of any materials for IUSA's history (except for special occasions and decor). We need not accumulate historical files in the IUSA office.
 - a. Rather, these materials should be sent to IU Archives and Records Management.
6. The historian is expected to attend Senior Staff meetings to take notes on the specified Minutes form.

Section E. IUPD Liaison

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

Article X. Supreme Court Appointments

The Student Body President shall form a committee of persons to identify and recommend candidates for the Student Body Supreme Court or may designate another body to do so. The President or his or her designee may serve as an *ex officio* member of any such committee and all such deliberations shall be open to the executive branch upon request.

Article XI. IUSA Code of Conduct

Section A. Code of Conduct

1. Members of Congress, the Executive Administration, and the Supreme Court shall respect the opinions of fellow Student Representatives, Student Senators, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
2. Members of Congress, the Executive Administration, and the Supreme Court shall preserve and defend the character of fellow Student Representatives, Student Senators, Executives, Departmental Chiefs, Directors, Staff, Student Body Supreme Court Justices, and guests.
3. Members of Congress, the Executive Administration, and the Supreme Court shall promote an atmosphere of professionalism and courtesy in all meetings in which they are participating.

- 4 Members of Congress, the Executive Administration, and the Supreme Court shall follow the policies set forth in Indiana University's *Code of Student Rights, Responsibilities, and Conduct*.
- 5 Members of Congress, the Executive Administration, and the Supreme Court shall follow the procedures set forth in the IUSA Constitution and Bylaws.

Section B. Violation of the IUSA Code of Conduct

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

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

Section C. Release of Complaint and Action

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

Article XII. Impeachable Offenses

Impeachable offenses shall include, but not be limited to:

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

Article XIII. Constitutionality Challenges

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

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

Article XIV. Bylaw Changes

Section A. Consideration

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

Section B. Renumbering

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

Article XV. Definitions

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

APPENDIX A

THE IUSA ELECTION CODE

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

TITLE I: The Election Commission and Election Timeline Section 101: Election Commission Mandate.

Each IUSA Election shall be planned and administered by an Election Commission in accordance with the rules and procedures outlined in this Code. Members of the Election Commission shall be free from conflicts of interest that could reasonably cause bias in favor of one candidate or group of candidates.

Section 102: Composition of the Election Commission.

The Election Commission shall be a self-sustaining unit under the judicial branch of IUSA, subsidiary to and separate from the Supreme Court. The Election Commission shall consist of nine (9) Election Commissioners of a variety of ages, experiences, and backgrounds. One member of the group shall also serve as the Chair of the Election Commission. These nine members will serve as long as they are undergraduate students at Indiana University Bloomington unless they choose to leave or are removed from office in accordance with Section 103.

Section 103: Responsibilities of the Election Commission.

The Election Commission shall be responsible for self-selecting its new members in future years with Congressional approval. It is encouraged that the Commission consider candidates that encompass a wide breadth of age, experience, and backgrounds. Each spring following IUSA elections, the outgoing Election Commission shall vote to designate the Chair for the following academic year from the group of returning members. Congress shall approve the Election Chair for the academic year. The Election Commission and Chair shall be confirmed ideally the spring semester before, but no later than September 1st of the academic year in which the election overseen by that Election Commission will be held.

Section 104: Responsibilities of the Chair of the Election Commission.

The Chair shall:

1. Oversee and coordinate the Election Commission's proceedings;
2. Execute the decisions of the Election Commission;
3. Report to Congress and the Executive on behalf of the Commission
4. Make a sample ballot available for review by all candidates, and notify all candidates that the sample ballot is available for review no later than one (1) week prior to the election;
5. Personally direct the tabulation of all ballots, and preserve the results of the tabulation until the new IUSA officers are sworn into office;
6. Address all claims of voter fraud and technical malfunction before releasing final vote counts;
7. Serve as the official liaison with UITS in the management of the online voting system;
8. Act as a voting member of the Election Commission.
9. Coordinate the logistics of providing neutral 3rd party representatives to operate polling locations
10. Send e-mail blast with the voting link to the entirety of the student body at beginning of two-day election period
11. Designate two (2) Commissioners to liaise with each eligible ticket to provide guidance and answer questions about the Code
12. Coordinate and host unbiased polling stations on campus on election days

Section 105: Appointment of Election Commissioners.

The IUSA Chair of the Election Commission shall nominate the other eight (8) members of the Election Commission in accordance with the composition requirements for the Election Commission. These nominees shall be approved by a majority vote of the IUSA Congress no later than February 14th of the election year.

Section 106: Terms of Office.

Once confirmed, the Election Commissioners shall serve until certification of the IUSA Election results or until properly removed from office. The Election Commission shall disband following the IUSA Supreme Court certification of election results.

Section 107: Removal of Election Commissioners.

1. Any member of the IUSA Student Body Congress shall have the ability to petition Congress for the removal of any Election Commissioner. Once this petition has been submitted, Congress shall have the authority to remove the Election Commissioner with a two-thirds (2/3) majority of Congressional Members present and voting. Additionally, the Student Body President, at his or her discretion, shall have the authority to suspend the Election Commissioner from the point that the petition is submitted until the point that the Congress determines whether or not removal is appropriate.
2. It shall be grounds for dismissal from the Election Commission if any Commissioner works, speaks, or performs publicly or privately for or against any candidate or referendum. It shall further be grounds for dismissal if a Commissioner fails to perform the responsibilities stated in Section 103 or 104.
3. Once appointed to the Election Commission, the Commissioners shall not be eligible to run for an IUSA elected office for the election cycle for which they have been appointed.

Section 108: Filling a Vacancy on the Election Commission.

If an Election Commissioner leaves office for any reason, the Student Body President shall appoint a replacement, with the confirmation of the majority of the Congressional Members present and voting. This appointment shall be made at the next regularly scheduled Congress meeting. If no Congress meeting is scheduled within one week of an Election Commission vacancy, the President shall call an emergency Congress meeting to appoint a replacement.

Section 109: Election Timeline.

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

- 1 **Call-Out.** There shall be one campus-wide callout for the IUSA Election that will occur no later than four (4) weeks before the election. This call-out shall serve as a general introduction to the IUSA Election, including a timeline of events for the IUSA Election. It shall also give all who are interested in becoming candidates an opportunity to ask questions about the IUSA Election.
- 2 **Applications.** Applications shall be made available to the Student Body no later than one (1) week after the call-out meeting and shall be due no later than two (2) weeks before the election. Candidates will also be required to provide proof of residency or proof of academic eligibility in accordance with Sections 204 and 205 to the Election Code when submitting an application.
- 3 **All-Candidate Meeting.** There shall be at least one all-candidate meeting, and the first shall be held the week after the applications are due. Each registered ticket must have at least one representative present at the all-candidate meeting. If a ticket does not have a representative present at the All-Candidate Meeting, or does not notify the Election Commission ahead of time of their absence, the ticket will be disqualified.
- 4 **Debate.** A debate shall occur during the campaign period. All groups of executive candidates shall be required to participate in the debate, and all Executive members of each ticket must be present and participate in the debate. The Election Commission will have full discretion over the rules, and procedures of this debate. The debate must take place on/before the Wednesday prior to elections.
- 5 **Withdrawal of Name from Ballot.** Any candidates wishing to withdraw his or her name from the ballot must provide a written request for a withdrawal from the election to the Election Commission no later than one (1) week before the IUSA Election begins. After this deadline they will be subject to Section 211 of Title II of this code.
- 6 **Review of Ballot.** Each candidate shall have the opportunity to review the official ballot no later than 1 week prior to the beginning of the IUSA Election and shall bring any issues of accuracy to the Election Commission within (2) days. Unless otherwise directed by the Election Commission, no other ballot review requests may be honored.
- 7 **Testing the Election System.** The Election Commission shall verify that the online voting system works by testing the system at least 24 hours in advance of the polls opening.
- 8 **IUSA Election.** The IUSA Election shall be held in the Spring semester, on any two consecutive days occurring on a Tuesday, Wednesday, and/or Thursday at least two weeks after the first All-Candidate Meeting. The Election Commission shall select and publicly announce the election dates by the first day of class of the Spring Semester.

Section 110: Single Ticket Election

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

TITLE II: Candidate Eligibility Section 201: General Eligibility.

Any undergraduate student of Indiana University.

Section 202: Filing for Candidacy.

To properly file for candidacy, a candidate must submit to the Student Life and Learning Office and the IUSA Election Commission a signed application listing the IUSA office the candidate is seeking. This application must be submitted prior to the deadline set by the Election Commission. After this deadline no new applications will be considered. Applications for candidacy shall be accepted if the candidate meets all other eligibility requirements in this Code. The candidate will be listed on the ballot by his or her first and last name. If the candidate wishes to be listed by any other name, he or she must request the use of a particular name on this application, subject to the approval of the Election Commission. The identities of the members of any ticket that have applied for candidacy are not considered public information and shall become so only at the bequest of the ticket members themselves or once applications have been processed and finalized by the commission.

Section 203: Receipt of Application.

When an application is filed, the candidate shall be given the option of receiving a receipt that notes the date and time that the application was received. Any application received after the deadline shall not be accepted.

Section 204: Residency Eligibility.

Candidates for Student Senator must live in the district for which they are running during the fall and spring semesters immediately following the election. A Candidate will be required to provide proof that they will meet the residency requirement to the Election Commission no later than two (2) weeks prior to the IUSA election. Candidates who cannot or choose not to provide this proof or a written statement affirming their eligibility shall be disqualified and their names shall be removed from the ballot.

Section 205: School Membership Eligibility.

Candidates for Student Representative must be a member of the school whose students they will represent during the fall and spring semesters immediately following the election. A Candidate will be requested to provide proof that they will meet the school membership eligibility requirement to the Election Commission no later than two (2) weeks prior to the IUSA election. Candidates who cannot or chose not to provide this proof or a written statement affirming their eligibility shall be disqualified and their names shall be removed from the ballot.

Section 206: Congressional Seats.

Congressional seats shall be allocated on a yearly basis as directed by the IUSA Constitution and by laws. The Election Commission Chair shall verify the composition of the Congress for the academic year following the IUSA election with the sitting IUSA administration and make publicly available a full list of these Congressional seats.

Section 207: Academic Requirement.

No candidate may be on academic probation or on university suspension and be a candidate for an IUSA office. All candidates must possess a college grade point average above 2.5 on a four (4) point scale.

Section 208: Candidacy for More Than One Office.

No person shall simultaneously be a candidate for more than one elected position in IUSA. No elected members of Congress shall simultaneously hold appointed positions in the IUSA executive branch or judicial branch and vice versa.

Section 209: Running Mates.

A candidate for any one of the four elected executive offices of President, Vice President, Vice-President of Congress, or Treasurer must be a running mate with a candidate for each of the other three elected Executive offices, forming an executive slate. These candidates shall run as a group and state an affiliation

with a candidate for each of the other three executive offices. No individual may run for an IUSA executive position without the aforementioned running mates. Executive groups must also run as a ticket (see Section 210).

Section 210: Tickets Defined.

An executive ticket shall be defined as any group of executive running mates plus a minimum of one (1) Congressional candidate that has stated an affiliation with the executive group. No group of executive candidates shall be recognized other than those that meet this requirement. Congressional candidates may state an affiliation with a ticket or run as a nonaffiliated candidate.

Section 211: Filling a Vacancy on a Ticket Post-Receipt of Application.

If for any reason a candidate decides to disassociate himself with a ticket that he previously filed to run with, he/she must inform the commission that they wish to remove themselves from their ticket and submit said request in writing. Once this written request has been received by the election commission the decision will be final and irreversible. If the withdrawal of a candidate is due to an emergency circumstance that can be corroborated by evidence then a replacement will be allowed as long as the replacement candidate is submitted to the election board for approval within five days of the candidate withdrawal. The election board must then approve the new candidate within the following two days. If a candidate leaves a ticket for any reason other than an extenuating circumstance then the ticket will be rendered incomplete and therefore unable to run in the election (as per Section 209).

TITLE III: Voting and Voters Section 301: Voter Eligibility.

All students of Indiana University shall be eligible to vote in the IUSA Election.

Section 302: Online Voting.

Voting shall be open from 10:00 AM on the first day of the IUSA Election to 10:00 PM on the second day of the IUSA Election for a total time period of thirty-six (36) hours. Online voting will be the primary medium used for casting valid votes (see Section 310 for qualifications for the casting of a provisional ballot). The online voting link must be provided to the Student Body via a student-body wide e-mail blast, sent by the Election Commission on behalf of IUSA, when voting opens at 10:00 AM on the first day of the election period. Links from any ticket's or nonaffiliated candidate's website to the voting website provided by UITS are allowed with small modifications. Residual advertising from a website providing a link to the IUSA homepage (including but not limited to ticket name or nonaffiliated candidate name) shall not be visible on any part of the computer screen that has accessed the online ballot. In order to cast an online vote, a voter shall only be required to use his or her username and network ID password.

Section 303: Polling Locations.

The Election Commission shall coordinate with the Student Life and Learning Office to reserve a number of highly trafficked areas on campus to serve as polling locations during the two days of the IUSA Election.

- a) The Election Commission will coordinate and host a minimum of three (3) on-campus polling stations across campus. The following locations are recommended: Woodburn Clock Tower, 10th and Fee, and Dunn Meadow. A list of the finalized polling locations shall be distributed to tickets and nonaffiliated candidates at a minimum of one (1) week prior to the first election day.
- b) No party affiliated with any ticket may campaign or linger for an excessive duration within a ten (10)-foot radius of any polling station, unless it is for the express purpose of casting his or her own vote.
- c) Each ticket may provide a small (max 3'x 5') promotional material to appear at each polling station, but must be purchased at the responsibility of the ticket or nonaffiliated candidate. The primary function of this material must be to inform voters of their ticket and platforms. It is the responsibility of the ticket or nonaffiliated candidate to reclaim all tables or campaign materials from polling locations.
- d) The Election Commission may provide a provisional ballot through an online or print medium to be used at the polling locations in order to maximize efficiency of the voting process. If doing so, the Election

Commission must require proper identification and take adequate steps to ensure that no voter is casting more than one ballot, and that all votes adhere to the Election Code.

Section 304: Election Day Campaigning.

Informational material may be distributed by a candidate or ticket on the days of the election. However, candidates must be 300 feet from a polling station if they are distributing campaign materials. Distribution of certain goods on the days of the election is limited under Section 601.

Section 305: Plausible Student Mandate for Executive Candidates.

Executive Candidates shall be elected by a simple plurality vote. In the case of a tie, the Student Body President shall call for an emergency Congressional meeting within five (5) days of the public release of the election results. Congress shall designate procedures to select a winner to be enacted by the Election Commission within five (5) calendar days following the public release of the results.

Section 306: Plurality Vote Required for Congressional Candidates.

Candidates for Congressional seats shall be elected by a simple plurality vote. In the case of a tie, the Student Body President shall call for an emergency Congress meeting within five (5) days of the public release of the election results. Congress shall select the winning candidate by a simple majority vote and immediately release the results to the Election Commission and all candidates.

Section 307: Ballots.

The ballot for the IUSA Election shall include Executive candidates and Congressional candidates. The ballot shall place all Congressional candidates in alphabetical order and give the option of straight ticket voting at the top of the ballot. Each candidate shall be listed on the ballot by his or her first and last name only, unless the Election Commission has approved the use of a nickname. Each Congressional candidate shall have the option to place his or her ticket affiliation next to his or her name. Executive candidates must designate ticket affiliation. The ballot for the IUSA Election shall first identify all eligible tickets and provide a brief overview of each ticket's platforms.

Section 308: Alternative Voting Processes.

No voting process shall be allowed that is contrary to the provisions provided in this Code.

TITLE IV: Campaign Spending

Section 401: Campaign Expenditures Defined.

Any purchase or donation which is used for promoting any candidate or ticket shall be considered a campaign expenditure. In determining the value of an expenditure, nonaffiliated candidates or tickets shall be assessed the fair market value of the goods or services used to campaign. For the purposes of this section, fair market value shall be defined as the ability of interested parties to secure the same goods or services in question. No single candidate or ticket shall be penalized for a vendor's inability to supply every or any candidate or ticket with goods or services used for campaigning. The Election Commission shall have the authority to determine whether any purchase is a campaign expenditure and what the fair market value of the expenditure is according to the definition of this section. Any candidate may request from the Election Commission an advisory opinion as to whether a particular purchase would constitute a campaign expenditure and what value it would be assessed. Advisory opinion requests must be answered and returned to candidates within three (3) calendar days.

Section 402: Contributions for IUSA Elections.

Candidates for IUSA Office appearing on the election ballot may contribute up to one thousand dollars (\$1,000.00) of their own funds to their campaign or ticket with which they are affiliated. Any individual or organization not appearing on the ballot may contribute up to two hundred and fifty dollars (\$250.00) in any one IUSA election. Total campaign expenditures may not exceed total campaign contributions.

Additionally, campaign expenditures may not exceed three thousand dollars (\$3,000), regardless of total campaign contributions.

Section 403: Financial Statements.

A financial statement is defined as an itemized list of all campaign expenditures, including receipts and appropriate documentation for each campaign expenditure listed, and an itemized list of all contributions. Documentation of expenditures must include the fair market value of the expenditure, appropriate vendor contact information (a minimum of vendor name, telephone number and physical address), a purchase date, and a description of the item. Documentation of contributions must include an itemized list of all contributions and the signature of each contributor, date of contribution, and the contributor's association with the candidate or ticket. Each financial statement must be signed by the candidate for President or Treasurer for statements from tickets and by the nonaffiliated candidate for non-affiliated Congressional candidates.

Section 404: Submissions of Intermediate Financial Statement to the Election Commission.

Each nonaffiliated candidate or ticket must submit unified intermediate financial statements, along with appropriate receipts to the Election Commission no later than 4:00 p.m. on every other Friday after applications are due, beginning the week applications are due and up to and including the last Friday before the IUSA Election. These financial statements must be cumulative and shall state all expenditures and contributions made to date. The Election Commission may grant an extension, not to exceed four (4) hours in length, provided the request for the extension is made prior to the deadline. All financial disclosure affidavits and financial statements will be made public the following Monday and can be viewed and duplicated during normal IUSA office hours.

Section 405: Submission of Final Financial Statement to the Election Commission.

Each nonaffiliated candidate, executive group, or ticket shall submit a unified final financial statement, along with appropriate receipts, to the Election Commission, no later than 5:00 p.m. on the day after the IUSA Election. A financial statement must be submitted, even if the statement reflects that no expenditures were made. This final financial statement must be cumulative and shall state all expenditures and contributions made or given after candidate applications were due and through the end of the IUSA Election. The Election Commission may grant an extension, not to exceed four (4) hours in length, provided the request for the extension is made prior to the deadline.

Section 406: Disclosure of Financial Statements.

All financial statements of nonaffiliated candidates or tickets shall be public information, and shall be stored for no less than five years in the IUSA office.

TITLE V: General Campaign Violations

Section 501: Improper Use of Email.

The central username-specific email containing the link to the online ballot will be sent to the entire student body. The individualized link will not have extension capabilities (i.e. no party or affiliated person may email or circulate the link through any technological medium).

Section 502: Improper Use of IUSA Office Space.

No ticket or nonaffiliated candidate is to use the IUSA office space for campaign purposes of any kind.

Section 503: Damage to Property.

Stealing, removing, destroying, damaging, or defacing University or private property shall constitute a violation of this Code.

Section 504: Affirmative, Deliberate Act to Cause Another’s Violation.

No candidate, ticket, or anyone acting on their behalf shall deliberately cause any candidate, executive group, or campaign ticket to be in violation of this Code.

Section 505: Interference with Campaign Materials.

No candidate, ticket, or anyone acting on their behalf shall deface, destroy, remove, alter, or otherwise change any candidate’s campaign materials without their expressed permission.

Section 507: Additional Residence Hall Restrictions.

Any candidate, ticket, or any person acting on behalf of any candidate or ticket found in violation of policies or guidelines established by Residential Programs and Services (RPS) and/or the Residence Halls Association (RHA) regarding conduct within a dorm, shall constitute a violation of this Code unless expressed permission contrary to standing policies is granted by officials of the aforementioned organizations

Section 508: Campaigning in Study Areas.

Campaigning inside university library or computer labs at any time shall constitute a violation of this Code. For the purposes of this section, the term “campaigning” is not meant to include emailing, posting material, or wearing campaign clothing. It is meant to include any activity that is disruptive to students, such as person-to-person solicitation or distribution of campaign materials.

Section 509: Financial Disclosures.

Any candidate or ticket failing to meet the requirements for financial disclosure laid out in Sections 402, 403, 404 and 405 shall constitute a violation of this Code.

Section 510: Violations of University Policies.

Any ticket, candidate, or any person acting on behalf of any ticket or candidate found to have violated a publicly disseminated university policy, including the policies of the Student Life and Learning Office, University Information Technology Services (UITS), and those found in the *Code of Student Rights, Responsibilities, and Conduct*, for the purpose of promoting a candidate or ticket shall constitute a violation of this Code.

Section 511: Voting at Bars.

No active campaigning efforts, including distribution of promotional materials and person-to-person canvassing, may occur in an establishment that requires patrons to be 21 years or older. Note that this does not include inactive or unintentional campaigning, such as wearing a ticket-affiliated shirt or paraphernalia.

TITLE VI: Campaign Violations Eligible for Disqualification

Section 601: Voter Fraud.

Voter fraud shall be defined as, but not limited to, any act that prevents a voter from casting a vote in any IUSA election, any act that attempts to remove a voter’s right to cast a vote for himself or herself, any act that attempts to purchase the ability to vote for a voter, or any act in which anyone attempts to cast a vote for another voter without their expressed consent. Examples of voter fraud include, but are not limited to, the following:

- 1 Distributing to voters the link through which they can access the online ballot.
- 2 Creating and distributing to voters lists of candidates that explicitly serve as voting instructions;
- 3 Intimidating a voter or offering a voter any amount of money or services in exchange for a vote. Goods given to voters after a vote must be below \$1.00 in value (stickers, candy, pens, etc. are acceptable). The Election Commission has full discretion to rule on this matter, so written

notification seeking the Commission's permission is encouraged.

- 4 Preventing a voter from casting a vote or preventing a voter from casting a vote for the candidate he or she desires;
- 5 Changing a vote once it has been cast or using false information to cast a vote.
- 6 Providing technology of any sort to a voter through personal solicitation – essentially serving as a polling station. This is independent of the number of votes gathered utilizing aforementioned technology (i.e. One vote or 100 votes collected in this manner qualifies as voter fraud).

Violations of this section by any candidate, ticket, or anyone acting on their behalf will be eligible for disqualification.

Section 602: Excessive Campaign Contributions.

Any candidate, ticket, or any person acting on their behalf found in violation of campaign contribution limits as defined Section 402 shall be in violation of this Code and eligible for disqualification.

Section 603: Excessive Campaign Expenditures.

Any candidate or ticket that spends more than the total funds that they have received in contributions at any given time during the election, or any candidate or ticket that spends more than five thousand dollars (\$5,000), regardless of the amount of campaign contributions received, shall be in violation of this Code and eligible for disqualification.

Section 604: Candidate Cooperation.

Any intentional attempt of a candidate or ticket to deceive or mislead the Election Commission, or an inquiry or investigation thereof, shall constitute a violation of this code. Candidate honesty is of the utmost importance in conducting a fair election, resolving election disputes, and serving IU students as elected members of IUSA. Actions contrary to this Section may provide sufficient grounds for disqualification.

Section 605: Material Violations.

The Election Commission, after compiling Complainant reports of general violations, shall decide if one or any violations by the ticket or nonaffiliated candidate could have been materially contributory to the outcome of the election. Materially contributory violations render tickets or nonaffiliated candidates eligible for disqualification.

TITLE VII: Evidentiary Standards for Election Commission Proceedings

Section 701: Initial Complaints.

Any member of IUSA who has some credible evidence to find a ticket or nonaffiliated candidate in violation of Title V or Title VI of this Code shall report the violation to the Election Commission by filing a formal complaint. The Complainant is to report the violation(s) to the Chair of the Election Commission in written form as per Section 801 of this Code.

Section 702: Hearings of Election Complaints

- 1 The Chair of the Election Commission shall determine if there is a preponderance of the evidence for materiality of the violation(s) of this Code filed against a ticket or nonaffiliated candidate. Section 802 of this Code shall be followed if the violation(s) more than likely occurred.
- 2 If students are running as part of a campaign ticket, the Election Commission shall have the authority to determine whether penalties will be imposed upon an entire ticket or upon only one or more individual candidates. The Election Commission shall base such a determination on its judgment of whether the evidence presented indicates that a ticket conspired to commit a violation, or conversely that a single candidate, or small group of candidates, failed to adhere to this Code without the knowledge of the ticket's leadership.
- 3 If a candidate is disqualified, he or she will be ineligible for election to IUSA office during the election cycle in which he or she was disqualified. If a ticket is disqualified, all ticket members are ineligible

for election to IUSA office during the election cycle in which he or she was disqualified. If a winning candidate or ticket is disqualified after the election, the disqualified candidate(s) shall be ineligible to take office. Candidates disqualified during one election cycle can run as candidates in future election cycles provided that they fulfill all other eligibility requirements. A single candidate for an executive office cannot be individually disqualified. If any executive candidate is penalized with disqualification, the entire executive slate shall be disqualified. In such cases, the Election Commission may still allow Congressional candidates running with a disqualified executive slate to remain eligible for election.

TITLE VIII: Election Complaints and Appellate Procedures

Section 801: Properly Filed Complaints to the Election Commission.

- 1 **Technical Requirements:** Each complaint will be filed through an online submission form that will be moderated by the Elections Commission and made available to all tickets registered by the deadline.
- 2 **Substantive Requirements:** Each complaint must include specific allegations, the names of those allegedly involved, the dates the alleged violations occurred, citations to the specific portion of this code that the complainant(s) believes was violated, and a statement as to why disqualification is necessary. The complainant(s) may attach exhibits to the complaint that serve as documentation necessary to support the allegations stated in the complaints. However, these exhibits cannot contain new allegations or arguments to support the allegations not articulated previously.
- 3 **Deadline:** Upon submission of the online complaint, the Elections Commission will print and distribute copies of the complaint to the following entities: the Supreme Court and the Director of Student Life and Learning. A final copy shall be posted for public view on the bulletin board outside the IUSA Office.

Section 802: Accepting or Rejecting a Complaint.

After a complaint has been properly filed and received, the Election Commission shall meet in private to discuss the pending matter. If the Chair concludes that the evidentiary standard defined in Section 702 has been met, the Election Commission must have a majority its member agree to hear the complaint(s). Failure to affirm hearing the complaint(s) against a Respondent will result in dismissal of said complaint(s).

Section 803: Procedure for Complaints after Acceptance by the Election Commission.

After a complaint has been accepted by the Election Commission, the Commission will assess the infraction referred to by the complaint and will evaluate it according to a pre-determined list, which will set forth percentage-based deductions of votes proportional to the severity of the infraction. This pre-determined list will encompass several potential violations and their corresponding percentage loss, and will apply to all tickets in a standardized manner. If the infraction is not on said list but is similar in nature to pre-determined violations, the Election Commission will use its own discretion to determine an appropriate percentage of vote deductions applicable.

If, however, the infraction is more severe than those set forth in, or similar to, a pre-determined list, the Complaint will be formally heard according to the procedures laid out below:

- 1 The Election Commission shall provide copies of the complaints to all candidates affected by the complaints immediately after acceptance. Also, a copy of the complaint shall be posted for public view on the bulletin board outside the IUSA Office.
- 2 Anyone wishing to submit a reply brief must do so by 4:00 PM of the first day of class following receipt of the copy of the complaint. In order to be properly filed, reply briefs must satisfy the technical requirements stated in Section 801.
- 3 The Election Commission shall set and advertise a date, time, and location for the complaint hearing. This complaint hearing must occur within one (1) class days of the deadline for submission of reply briefs. The complaint hearing shall be open to the public.
- 4 At the hearing, each person who filed a complaint or a reply brief shall have the opportunity to make an initial statement to the Election Commission. Then, the Election Commission shall have the opportunity to ask questions of the speaker(s). After the question and answer period, each person who made an initial statement shall have the opportunity to make a closing statement.
- 5 The Election Commission shall issue a written decision on disqualification within twenty four (24)

hours of the end of the hearing, providing a copy of the written decision to the President, the Supreme Court, the complainant(s), and all those whose reply briefs were accepted. Also, a copy of the decision shall be posted for public view on the bulletin board outside the IUSA Office.

Section 804: Appeals of Decisions of the Election Commission.

All decisions of the Election Commission and Student Body Congress may be appealed to the Supreme Court. Following any decision or action of the Election Commission, any party involved in the decision or action may petition the Supreme Court for a *writ of certiorari*:

- 1 **Technical Requirements:** Each complaint will be filed through an online submission form that will be moderated by the Elections Commission and made available to all tickets registered by the deadline.
- 2 **Substantive Requirements:** Each appeal must contain a statement of the specific decision made by the Election Commission, reasons for why the decision should be overturned, and a specific request for relief. The appellant(s) may attach exhibits to the appeal that serve as documentation necessary to support the allegations stated in the appeal. However, these exhibits cannot independently contain arguments.
- 3 **Deadline:** The appellant(s) must submit the appeal no later than 4:00 p.m. on the first day of class following the day when the Election Commission posts its decision for public review. The appellant(s) must provide five (5) copies of the appeal, along with an additional copy in digital form (USB drive, email attachment, or any other form approved by the Chief Justice), to the Supreme Court. The Court shall keep one hard copy and the digital copy and then distribute one copy to each of the following individuals: the Chair of the Election Commission, the Assistant Dean of Students, and the Director of Student Life and Learning. The remaining copy shall be posted for public view on the bulletin board outside the IUSA Office.

Section 805: Acceptance of Appeals.

The Supreme Court shall set its own guidelines for determining whether to accept an appeal, regardless of whether the appeal is filed properly or improperly. If the Supreme Court chooses not to hear an appeal, the decision of the Election Commission shall stand.

Section 806: Procedure for Appeals after Acceptance by the Supreme Court.

The following procedure shall apply to all appeals accepted by the Supreme Court. In hearing appeals, the Supreme Court shall be confined to the evidence presented in front of the Election Commission when it made its

determination, the petition submitted by the appellant(s), the reply briefs, and the statements made during the appeal hearing:

- 1 The Supreme Court shall provide copies of the appeal to the Election Commission within one class day of granting a *writ of certiorari*. Also, a copy of the appeal shall be posted for public view on the bulletin board outside the IUSA Office.
- 2 Anyone wishing to submit a reply brief must do so by 4:00 p.m. of the first class day following receipt of the copy of the complaint. In order to be properly filed, reply briefs must satisfy the technical requirements stated in Section 902 and must be submitted in digital form.
- 3 The Supreme Court shall set, and then advertise, a date, time, and location for the appeal hearing. This appeal hearing must occur within four (4) class days of the deadline for submission of reply briefs. The appeal hearing shall be open to the public and conducted as governed by the internal rules of the Supreme Court.
- 4 The Supreme Court shall issue a written decision within forty-eight (48) hours of the end of the hearing and provide a copy of the written decision to the President, the Election Commission, and all other parties to the dispute. Also, a copy of the decision shall be posted on the bulletin board outside the IUSA Office.

Section 807: Procedure for Appeals of a Disqualification.

In the event that the Election Commission disqualifies an individual candidate or ticket, an appeal to the

Student Body Supreme Court may be filed, consistent with the guidelines established in Section 803. If the appeal is accepted, the Student Body Supreme Court shall follow guidelines under Section 805 for procedures in hearing disqualification appeals. The decision of the Student Body Supreme Court will be final. **TITLE IX: Responsibilities of the Supreme Court Section 901: General Authority.**

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

Section 902: Authority to Reverse Decisions of the Election Commission.

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

Section 903: Certification of the IUSA Election.

The Election Commission shall publicly post the unofficial vote totals of the election once it is reasonably certain of the accuracy of the count. The Election Commission shall submit to the Supreme Court, once all financial statements have been verified, and no later than 2 days after the complaint-period has passed, the results of the IUSA Election. The Supreme Court shall then certify the results of the IUSA Election within five subsequent days, barring any cases in which the results are being challenged. If the results of the Election Commission's decisions, hearings, etc. are properly appealed to the Supreme Court, the Supreme Court shall certify the results of the IUSA Election only after these complaints and appeals have been heard and resolved. Certification of the results shall not occur until at least 24 hours (24) have passed following the final deadline for properly filed complaints (Sections 801 and 803).

Section 904: Installation of new IUSA Officers.

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

Section 905: New Elections.

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

TITLE X: Responsibilities of Congress

Section 1001: General Authority.

Congress shall have the authority to amend this Code consistent with the dictates of the IUSA Constitution and Bylaws. Congress shall not have the authority to restrict any voter's right to endorse or assist any candidate, except for those voters who sit on the Election Commission, the Supreme Court, or any individuals involved in conducting electoral procedures.

Section 1002: Annual Congressional Evaluation of Election Code.

The IUSA Congress shall evaluate this Election Code on an annual basis no later than February 1 in order to address any inconsistencies, confusion, or undesirable effects caused by the Election Code in the previous IUSA Election.

- 1 The following acts are to be considered breaches of IUSA policy with regards to financial matters:
 - a Willful and gross underestimation of budgetary items.
 - b Gross over-•-expenditure on a budgetary item.
 - c Failure to notify the IUSA Treasurer immediately should it become necessary to overspend on a budgeted item.
 - d Misappropriation of funds.
 - e Forgery.
 - f Failure to repay a loan in a timely manner.
 - g Failure to provide accurate and itemized receipts on expenditures.
 - h Failure to notify the IUSA Treasurer within a reasonable period of time preceding an expenditure to be made for a budgeted item without the SOA card.
 - i Negligence in the handling of the SOA card.
 - j Misrepresentation of a financial situation in any way when it becomes necessary to notify the IUSA Treasurer of said situation.
 - k Any other act which the IUSA Treasurer may see as illegal, unethical, or inappropriate with regards to IUSA financial matters.

- 2 The Congressional Affairs Committee is empowered to review all cases of reported breaches of IUSA policy with regards to financial matters. All sponsors of the resolution under which unethical financial actions were taken will be reviewed by the Congressional Affairs Committee to determine responsibility for the over-•-expenditure. In case of a departmental over-•-expenditure, the Chief will be reviewed; for the Supreme Court, the Chief Justice.

- 3 The following actions by the Congressional Affairs Committee are to be considered as possible actions of recourse with regards to illegal, unethical, or inappropriate financial actions:
 - a The freezing of an SOA account
 - b Mandating that an account be externally managed.
 - c The impound of an SOA card and books.
 - d Non-•-reimbursement of some or all of an expenditure.
 - e Partial or total loss of stipend.
 - f Reprimand.
 - g Impeachment.
 - h Referral to the appropriate judicial or law enforcement agency.
 - i Any combination of the above.
 - j Any other action that is deemed appropriate by the Student Congress.
 - k No action.