

THE BY-LAWS OF THE STUDENT ASSOCIATION OF THE CATHOLIC UNIVERSITY OF AMERICA

As of November 2, 2011

ARTICLE I. GENERAL PROVISIONS

Section 1.01: The governing documents in order of precedence are the Student Association Constitution, By-Laws, and the General Assembly Rules of Debate and Decorum

Section 1.02: Student Association Oath

Subsection 1: All members of the Student Association must recite an oath upon their assumption of duties. At the time in which a member is sworn in they shall read the following as they raise their right hand: "I (state your name) do solemnly swear / that I will diligently and faithfully / execute the duties and responsibilities / of the office of (office name), / that I will abide by the governing documents / of the Student Association / and that I will work to my fullest abilities / to promote the interests and welfare / of the students of The Catholic University of America."

Subsection 2: No member of the Student Association may assume their duties on a permanent basis until he or she takes the oath as prescribed in Subsection 1. This oath shall be delivered by a Justice of the Supreme Court of the Undergraduate Students. If a justice is unavailable the oath may be delivered by either the Director of the Student Fee Allocation Board or the Speaker of the General Assembly to their respective members.

ARTICLE II. THE GENERAL ASSEMBLY

Section 2.01: Meeting Requirements

Subsection 1: Meetings of the General Assembly shall be held in a suitable location approved by the Speaker and publicly announced at least six (6) days in advance.

Subsection 2: Meetings should normally be held on Wednesdays at 9:00pm unless extenuating circumstances warrant a change or moved by a vote of the General Assembly.

Subsection 3: Business may only be conducted in the presence of a quorum of the General Assembly, which shall be defined as a majority of Delegates on the rolls.

Subsection 4: Special sessions of the Assembly may be called by the Speaker or petition of a third (1/3) of the Assembly at any time provided forty-eight (48) hours notice. For the purposes of this body a petition will take the form of an e-mail request to the Office of the Speaker. Said e-mail will show the individual replies of every Delegate who signs on to the petition.

Subsection 5: A majority shall be defined, here and elsewhere in the governing documents, as the smallest whole number of members of the Assembly which exceeds fifty (50) percent of those present and voting upon the attainment of quorum. Abstentions are to be counted as present and not-voting, and thus are not factored into a majority.

Section 2.02: Rules of Debate

Subsection 1: The General Assembly shall set its rules of debate in a resolution entitled the General Assembly Rules of Debate and Decorum. Adoption shall occur by a majority once so moved.

Subsection 2: Until the new General Assembly adopts its own Rules of Debate and Decorum, the rules from the immediately preceding session shall remain in effect.

Subsection 3: Amendments may be made to the Rules may be proposed by any Delegate. Amendments to the rules must be seen by the Committee on Rules and Administration. After a positive recommendation by the committee the amendment may be approved by a majority vote of the General Assembly.

Section 2.03: General Assembly Expenditures

Subsection 1: Expenditures from the Student Association account for the General Assembly may be initiated by the Office of the Speaker or by an act of the Assembly.

Subsection 2: Expenditures from the Student Association account for the General Assembly under the total sum of \$500 shall be presented to and approved by the established Joint Budget Committee without approval from the Assembly.

Subsection 3: Expenditures from the Student Association account for the General Assembly above the total sum of \$500 shall be presented to and approved by the General Assembly by a majority vote. It shall then be approved by the established Joint Budget Committee.

Section 2.04: Orientation and Inauguration

Subsection 1: At the last meeting of the legislative term, the newly elected delegates, will be inaugurated and sworn in.

Subsection 2: The set agenda of the first meeting of each legislative term may be as follows: I. Call to Order, II. Adoption of By-laws and Rules, III. Election of Speaker, IV. Election of Chairs, V. Assignment of Liaison Posts. After the Adoption of the Rules the Speaker may set the agenda in the usual manner.

Section 2.05: Policy

Subsection 1: The General Assembly shall consider all policy proposals in a manner prescribed by the resolution entitled the General Assembly's Rules of Debate and Decorum.

Subsection 2: Amendments to the By-laws shall be considered as with other legislation, and shall go through the appropriate channels. They shall require a two-thirds (2/3) majority.

Section 2.06: Committee Structure

Subsection 1: There shall be established seven standing committees outlined within the General Assembly bylaws. These Committees shall include the Committee on Rules and Administration, the Committee on Academic Affairs, the Committee on Allocation Review, the Committee on Student Life, the Committee on Student Services, the Committee on Campus and Residential Affairs, and the Committee on Dining and the Pryzbyla Center .

Subsection 2: Each standing committee shall have a Chair elected by and from the Assembly membership. Chairs shall be responsible for organizing and running committees and reporting on their progress to the Speaker and the Assembly.

- (i) Election of the Chairs of the standing committees shall be elected at the same meeting and in the same manner as the election of the Speaker as prescribed in Section 3.01, subsection 4.

Subsection 3: Standing committees shall be empowered to consider and offer recommendation on policy proposals appearing before the General Assembly. Negative recommendation from a committee will prevent proposals from consideration on the Assembly floor, save by a two-thirds (2/3) vote of the General Assembly to the contrary.

Subsection 4: Chairs may be removed from their position by a vote of no confidence in the Assembly.

Subsection 5: Minutes may be taken of all committee meetings in accordance with the procedures of the Office of the Secretary and the Executive Office of the Speaker. All minutes of committee meetings will be made public with the exception of the Committee on Rules and Administration and the Committee on Allocation Review. Minutes from those committee meetings will be made public at the discretion of the Chairperson.

Subsection 6: Quorum shall be a majority of the members of the committee. Committees shall meet at least bi-weekly save in the summer months and during University-wide breaks.

Subsection 7: Ad-Hoc committees shall be formed at the discretion of the Speaker, to be approved no more than two weeks after its formation by the General Assembly. Membership shall be first by volunteer and then by election. The Chairperson of the committee shall be elected from within the committee at its first meeting. Ad-Hoc committees shall meet at least weekly until the business of said committee is fulfilled. Ad-Hoc committees will stand for a period not exceeding two (2) scheduled meetings (or one (1) month), save by a majority vote of the Assembly to continue the committee for an additional period of two (2) meetings or one (1) month, whichever is longer. No limit will be placed on the number of times an Ad-Hoc committee may be re-approved.

Section 2.07: Academic Affairs, Student Services, Student Life, Campus and Residential Affairs, and Dining and the Pryzbyla Center Committees of the General Assembly

Subsection 1: These Committees may establish their own By-laws by a majority vote of their membership.

Subsection 2: The Liaison Program to link the student body with the departments, through the General Assembly, shall be organized from these five committees

Subsection 3: Following the election of Speaker and the Chairs as outlined in section 7.08 of the by-laws, the Speaker, with consultation from the Chairs, shall appoint delegates to serve on one of these five committees. These Chairs in accordance with the Executive Office of the Speaker shall be responsible for organizing and overseeing all liaison activities. At each committee's first meeting, the Chair shall be responsible for assigning each delegate's liaison position(s). The Academic Affairs, Student Services, Student Life, and Campus and Residential Affairs Committees shall each have a membership of at least five delegates and the Dining and Pryzbyla Center Committee shall have a membership of at least four delegates. The Speaker and Committee Chairs shall be responsible for the addition of further liaison assignments.

Subsection 4: The Committee on Academic Affairs shall be responsible for liaison activities with the following schools, departments, and organizations:

- (i) The Academic Senate
- (ii) Center for Academic Success
- (iii) The Office of the President
- (iv) CUA Libraries
- (v) The Provost's Office
- (vi) School of Architecture
- (vii) School of Arts and Sciences
- (viii) School of Engineering
- (ix) School of Music
- (x) School of Nursing
- (xi) School of Philosophy
- (xii) University Archives
- (xiii) School of Theology and Religious Studies (Undergraduate)

Subsection 5: The Committee on Student Services shall be responsible for liaison activities with the following departments and organizations:

- (i) Career Services
- (ii) Disability Support Services
- (iii) Enrollment Services
- (iv) Financial Aid
- (v) Global Education
- (vi) Postal Services
- (vii) Student Health Services

Subsection 6: The Committee on Student Life shall be responsible for liaison activities with the following departments and organizations:

- (i) Alumni Relations
- (ii) Athletics
- (iii) Campus Activities
- (iv) Campus Ministry
- (v) Fitness Center
- (vi) Program Board

Subsection 7: The Committee on Campus and Residential Affairs shall be responsible for liaison activities with the following departments and organizations:

- (i) Center for Planning and Information Technology
- (ii) Dean of Students
- (iii) Facilities and Maintenance Operations
- (iv) Housing Services
- (v) Public Safety
- (vi) Residence Life
- (vii) Student Conduct and Ethical Development

Subsection 9: The Committee on Dining and the Pryzbyla Center shall be responsible for organizing the Dining Services Advisory Board and the Pryzbyla Center Advisory Board meetings in addition to liaison activities with the following departments and organizations:

- (i) Bookstore
- (ii) Conferences and Pryzbyla Management
- (iii) Dining Services

Subsection 10: The Delegate occupying the Office of the Speaker shall be the liaison to the Office of Campus Activities and the Office of the President and shall hold a vote on both the Committee on Student Life and the Committee on Academic Affairs respectively.

Section 2.08: Committee on Rules and Administration

Subsection 1: There shall be established a standing Committee on Rules and Administration which will be headed by a member of the Assembly elected by the process outlined in Article VII and comprise the Speaker and other members selected by the Chair and approved by the Assembly.

Subsection 2: The Committee will handle business that arises relating to the composition of the Assembly and its rules and duties. This includes voting upon nominations to fill vacant positions, reviewing decisions of the Speaker in the first instance, and other matters that deal with the responsibilities and rights of members of the Assembly.

- (i) The Committee on Rules and Administration will only vote upon nominations to fill vacant positions when nominations are referred to the committee by the Speaker.

Subsection 3: In exception to Section 2.06, subsection 6, the Committee shall meet only as is required by the existence of business. The Committee shall otherwise operate under the rules outlined for other committees.

Subsection 4: If the committee has business, the committee shall meet at least six (6) hours before the next scheduled General Assembly meeting.

Section 2.09: Committee on Allocation Review

Subsection 1: There shall be established a standing Committee on Allocation Review which will be headed by a member of the Assembly elected by the process outlined in Article VII and comprise the chairperson and six other delegates.

Subsection 2: Delegates are selected to be on the Committee on Allocation Review by the Speaker after recommendations have been received from the

Chair. Once selected the members must be approved by a simple majority vote of the General Assembly.

Subsection 3: The Committee will handle business regarding, but not limited to, monitoring all allocations made by the Student Fee Allocation Board, providing updates to the General Assembly as to the spending of the Student Activity and Club Sports Fee, and make formal recommendations of concern to the General Assembly Regarding allocations approved by the Student Fee Association. If the Committee makes a recommendation of concern, the Speaker shall be notified in which he or she shall be charged the responsibility of calling a special session within 5 business days of the date of the allocation for the purposes of the entire General Assembly debating the measure.

Subsection 4: When Allocations over 10,000 dollars are approved by the Student Fee Allocation Board, the Committee on Allocation Review shall meet within five (5) business days of the allocation date to discuss the allocation with the help of the documents provided by the Director of the Student Fee Allocation Board. Upon review of the allocation, the Committee may offer a decision supporting the Student Fee Allocation Board's decision to allocate or may offer a decision of concern. If the Committee makes a decision of concern, the Speaker shall be notified in which he or she shall be charged the responsibility of calling a special session for the purposes of the entire General Assembly debating the measure.

Subsection 5: In exception to section 2.06, subsection 6, the Committee shall meet only as is required by the existence of business. The Committee shall otherwise operate under the rules outlined for other committees

Section 2.10: Attendance

Subsection 1: Members of the Assembly shall have no more than two (2) absences from an Assembly meeting or Student Life/Academic Committee meetings per semester.

Subsection 2: Members of the Assembly shall have the right to send a proxy in their stead at any Assembly meeting or Student Life/Academic Committee meetings for no more than two (2) meetings per semester.

Subsection 3: The above requirements shall not be in effect towards meetings of the Committee on Rules and Administration, the Committee on Allocation Review, or any Ad-Hoc committees a Delegate may also be a member of. These committees may set requirements on attendance based off a majority vote of the members of the committee. The Chairs of these committees shall enforce the attendance requirements voted upon.

Subsection 4: All proxies must be from the constituency which they are representing and shall have written confirmation from the member of the Assembly for whom they are serving that satisfies the Speaker or Chair, respectively.

Subsection 5: For the purposes of calculating attendance and the use of proxies within the Assembly, the fall semester shall consist of the first meeting of the Assembly following the fall elections through to, but not including, the first meeting of the Assembly in the New Year. The spring semester shall consist of the first meeting of the Assembly in the New Year through to the final meeting before spring elections.

Section 2.11: Violation of Requirements

Subsection 1: Members of the Assembly who violate the above mandates listed in Section 2.10, Subsections 1 and 2, shall be immediately and automatically suspended, effective upon the proximate absence. They shall remain on the rolls of the membership but shall not count towards or against quorum, nor shall they have the right to speak or vote during their suspension in the General Assembly or any Committee of the Assembly.

Subsection 2: If a Member of the Assembly is suspended and happens to also be the Chairperson of a Committee of the Assembly, the Speaker may act as Chair of that Committee to conduct business, as the By-Laws allow, until the suspension is lifted, the member is removed as Chairperson following the outlined process, or until the member is impeached.

Subsection 3: Suspension may be lifted by majority decision of the Committee on Rules and Administration. Such a petition must be made by a member of the Assembly in good standing.

Subsection 4: After two sessions, if no petition to lift suspension is forthcoming, the Committee on Rules and Administration shall automatically initiate impeachment proceedings.

Subsection 5: The members of Committee on Rules and Administration and the Committee on Allocation Review, as well as the members of any Ad-Hoc committees may vote by majority to remove a member of the committee, save the chair, if the committee's attendance requirements are violated.

Subsection 6: Delegates to the Assembly may be subject to a censure by a majority vote of the Assembly or by a majority vote of a committee the Delegate serves on. Grounds for a censure may include but are not limited to: absenteeism, lack of decorum, failure to properly execute their role as a liaison to their respective office/department, or actions unbecoming of a member of the

Student Association.

- (i) After a Delegate receives three (3) censures, the delegate will be considered suspended as outlined in the above subsections. Suspension may be lifted following the process outlined in the above subsections.

Section 2.12: Succession of Chairpersons

Subsection 1: In case of resignation, or permanent incapacitation, of any Chairperson, the committee from which said Chairperson is from will hold elections within the committee to elect a new Chairperson.

Section 2.13: Resignation of Members of the General Assembly

Subsection 1: When a member of the General Assembly resigns from the General Assembly they shall submit in writing their resignation to the Speaker and the Chairperson(s) of the committee(s) they serve on. This shall be considered a vacancy.

Subsection 2: The class delegation the resigned member is a part of shall hold open nominations. The names of those nominated should be submitted to the Dean of Students and the Dean of the School they are studying in for approval. Once the students nominated have been approved by the Dean of Students and their Schools they will be voted on by the members of their class serving on the General Assembly. If approved, the nominee(s) will then be brought before the General Assembly for approval.

ARTICLE III. THE OFFICE OF THE SPEAKER

Section 3.01: Election of the Speaker

Subsection 1: Each new session of the General Assembly shall begin with a meeting called and presided over by the Chairman of the Board of Elections.

Subsection 2: Any elected General Assembly member who is officially designated by class delegation as a sophomore with a full term of experience, junior, or senior by September of the legislative term shall be eligible for the Office of the Speaker.

Subsection 3: Nominations shall be made by one member of the assembly and must be seconded by another member of assembly in order to be considered valid.

Subsection 4: The meeting in which nominations for, and the election of, the speaker will occur must be announced according to the timeframe outlined in

Section 2.01, subsection 1. The presiding officer shall put the nominees before the Assembly for a vote that shall occur by secret ballot. Ballots shall be collected by the presiding officer. A candidate shall require a majority of voting delegates. Multiple ballots shall be used should a candidate fail to receive a majority upon the first vote. The candidate with the lowest votes on each ballot shall be excluded on all subsequent ballots until a majority is acquired by one candidate.

Subsection 5: The Election of the Speaker shall take place in accordance with the process and procedures outlined in Article VII.

Section 3.02: Power of the Speaker

Subsection 1: The Speaker shall have the power to set the meeting time and place of the Assembly and shall be empowered to call special sessions.

Subsection 2: The Speaker shall have the power to refer any matters before the General Assembly to the proper committees immediately upon first reading.

Subsection 3: The Speaker shall have the power to set the agenda and the format of the agenda for each meeting of the General Assembly. The Speaker is further responsible for ensuring the distribution of the agenda via e-mail to all delegates on the rolls of membership at least twelve (12) hours prior to the scheduled meeting.

Subsection 4: The Speaker shall be responsible for communicating the decisions and resolutions of the General Assembly to the departments which it directly affects.

Subsection 5: The Speaker shall be empowered to ensure that the Governing Documents of the Student Association are being followed by all members of the Student Association.

Subsection 6: By virtue of his or her office, the Speaker shall be empowered to run the Executive Office of the Speaker.

Subsection 7: The Speaker, or his/her designee, shall be the only person authorized to sign any financial paperwork to release funds on behalf of the General Assembly from the Student Association account for any expenditure. If there is legislation passed to authorize the release of funds, the Speaker must sign any paperwork that will ensure the legislation's stipulations are carried through.

Subsection 8: Any Funding Request, not authorized by an act of the Assembly, shall be drafted by the Office of the Speaker and be presented to the General

Assembly for approval by majority vote before submitting the request to the Student Fee Allocation Board.

Subsection 9: The Speaker shall have the power to appoint the SAGA representative to the Student Association Joint Budget Committee, who shall be approved by the Assembly.

Section 3.03: Speaker's Role in the General Assembly

Subsection 1: The Speaker shall be the presiding officer of the General Assembly.

Subsection 2: The Speaker shall act with impartiality in all matters coming before the Assembly except in cases in which they may vote. The Speaker shall be obligated to speak on behalf of all decisions and resolutions of the General Assembly.

Subsection 3: The Speaker will sit as an *ex officio* member of all Assembly committees, except where stated otherwise.

Subsection 4: The Speaker shall serve with the consent of the Assembly and may be removed from office by a Vote of No Confidence as outlined in the governing documents.

Section 3.04: Executive Office of the Speaker

Subsection 1: The Executive Office of the Speaker empowers the Speaker to speak on behalf of the General Assembly, bring about Ad-Hoc Committees, and issue Legislative Orders, Directives, Appointments, or Memoranda.

Subsection 2: The Executive Office of the Speaker shall comprise the Office of the Speaker, the Office of the Secretary, and any Officers of the General Assembly.

Subsection 3: Legislative Orders, Directives, Appointments, or Memorandum may be reviewed by the Committee on Rules and Administration by a two-thirds (2/3) vote of the General Assembly.

Subsection 4: Any Legislative Orders or Directives not adhered to by a member of the General Assembly or an Officer of the General Assembly can be grounds for impeachment or removal, respectively.

Subsection 5: The Speaker is empowered to create any offices, positions, or departments he or she deems necessary for the smooth running of the body. These positions, or the heads of these departments or offices, will be considered

“Officers of the General Assembly.” These positions may or may not be confirmed by the General Assembly at the discretion of the Speaker.

Subsection 6: Officers of the General Assembly shall be appointed by the Speaker.

Subsection 7: Officers of the General Assembly shall be considered advisors to the Speaker, unless otherwise stated, and as such may be removed by the Speaker at any time.

Section 3.05: Office of the Secretary

Subsection 1: The Speaker shall appoint a Secretary of the Assembly prior to the second meeting of each session. The Secretary is not required but may be a member of the General Assembly. The Secretary shall be responsible for the recording and distribution of the minutes of each General Assembly meeting. The Secretary serves at the behest of the Speaker and can be removed by the Speaker at any time.

Subsection 2: The Speaker shall be empowered to give to the Secretary any other duties as necessary for the operation of the Assembly.

Section 3.06: Succession of the Speaker

Subsection 1: In case of resignation, permanent incapacitation, or temporary incapacitation of the Speaker of the General Assembly from office, the highest ranking Chairperson, as defined by the Rules, shall succeed the Speaker until a new Speaker can be voted on or the Speaker is no longer temporarily incapacitated. He or she shall serve as *acting* Speaker with all the duties, Administration, and responsibilities entitled to the Office of the Speaker. If needed at the next scheduled General Assembly meeting, chaired by the *acting* Speaker, a new Speaker shall be elected by the procedures outlined in Section 3.01, subsection 4.

Subsection 2: Whenever the Speaker is unable to Chair the General Assembly meeting, the Speaker may designate the next highest ranking Chairperson, as defined by the Rules, to Chair the meeting. This designation must be submitted in writing and signed by Speaker to the Chairperson. The Secretary shall ensure the document is valid.

Subsection 3: The Speaker may declare him or herself temporarily incapacitated via letter to the Secretary of the General Assembly and the Chairman of the Committee on Rules and Administration. The Speaker shall submit another letter declaring him or herself fit to resume the duties of the Office of the Speaker at any time.

ARTICLE IV. EXECUTIVE COUNCIL

Section 4.01: Composition and Purpose

Subsection 1: The Executive Council of the Student Association General Assembly shall be made up of the Speaker, the Academic Affairs Chairperson, the Student Services Chairperson, the Student Life Chairperson, the Campus and Residential Affairs Chairperson, the Dining and the Pryzbyla Center Chairperson, the Chairperson of the Rules Committee, the Chairperson of the Committee on Allocation Review, the Elections Chairperson, as well as the Chairpersons of any ad hoc committee.

Subsection 2: This impartial body shall meet as needed and is in charge of setting the agenda. This meeting may be attended by any other member of the Student Association that the Speaker permits to attend.

Subsection 1: The Speaker shall Chair each meeting and when unavailable the meeting shall be chaired by the next highest ranking Chairperson.

ARTICLE V. STUDENT FEE ALLOCATION BOARD

Section 5.01: Purpose

Subsection 1: The Student Fee Allocation Board is the body by which the Student Activity and Club Sports Fee is allocated to the various student organizations and club sports.

Subsection 2: The Student Fee Allocation Board and its members are, in total, members of the Catholic University of America Student Association and as such are governed under the Governing Documents.

Section 5.02: Transfer of Power

Subsection 1: The new Director of the Board and new members, either elected or appointed, shall begin their term at the beginning of the new fiscal year, in accordance with University policy.

Section 5.03: Student Fee Allocation Board By-Laws

Subsection 1: The Student Fee Allocation Board shall keep public its own set of By-Laws to be considered guidelines, rules, and regulations as to how the board operates and functions. These By-Laws shall be considered, in total, a part of the Student Association By-Laws. As such any changes to them shall be presented

to the Student Association General Assembly by a member of the Assembly to be approved as an amendment.

Subsection 2: These By-Laws shall not in any way contradict the Student Association Constitution or the established Student Association By-Laws.

Subsection 3: These By-Laws shall be maintained publicly along with the Student Association Governing Documents and shall be available to any member of the Undergraduate Student Body upon request.

Section 5.03: New Appointments

Subsection 1: Any appointments made by the Director of the Student Fee Allocation Board shall serve immediately following their appointment on a temporary and conditional basis until they are approved by the General Assembly. If they are not approved by the Assembly they shall cease their duties until a new appointment is made.

Section 5.04: Allocations and Operating Budgets Over 10,000 Dollars

Subsection 1: Once the Student Fee Allocation Board approves any allocation or operating budget over 10,000 dollars, the Director of the Student Fee Allocation Board shall inform the Chairperson of the Committee on Allocation Review of the approval and provide all necessary documentation regarding their reasoning to allocate the funds.

ARTICLE VI. SUPREME COURT OF THE UNDERGRADUATE STUDENTS

Section 6.01: Short Title

Subsection 1: The Supreme Court of the Undergraduate Students can herein be referred to as the “Student Court” on all documentation pertaining to the Student Association.

Subsection 2: The Student Court can be referred to as “the Court” in the entirety of the Student Association By-Laws.

Section 6.02: Swearing In

Subsection 1: The Chief Justice of the Supreme Court shall be inaugurated and sworn by the Speaker of the General Assembly upon their confirmation by the Assembly.

Subsection 2: Associate Justices of the Supreme Court shall be inaugurated and sworn in by the Chief Justice upon their confirmation by the General Assembly.

Section 6.03: Purpose and Jurisdiction

Subsection 1: The judicial power of the Student Association is vested in the Student Court. The Court has the final authority regarding controversies concerning actions of the General Assembly, the Student Fee Allocations Board, the Board of Elections or other organizations and committees organized under the authority of these By-Laws or acts of the General Assembly.

Subsection 2: This jurisdiction is extended to questions of interpretation or authority arising under this Constitution, the By-Laws, acts of the General Assembly, and the governing documents of the other student organizations and committees recognized under its authority.

Subsection 3: The Court shall be empowered to act as an arbitrator regarding disputes between student organizations and internal organizational disputes that do not deal with established local, state, federal law, or university policy.

Section 6.04: Members of the Student Court

Subsection 1: There shall be the following eligibility requirements to be a member of the Court:

- (i) He or she must be an undergraduate student enrolled at the university
- (ii) He or she may not simultaneously hold a position on the General Assembly or the Student Fee Allocation Board, and the Court.
- (iii) He or she may not be considered staff of the Speaker of the General Assembly or the Director of the Student Fee Allocation Board.
- (iv) He or she may not be the executive of a university-recognized Student Organization.

Subsection 2: There shall be a Chief Justice of the Court, appointed by the Speaker of the General Assembly with the advice and consent of the General Assembly.

Subsection 3: There shall be four (4) Associate Justices of the Court appointed by the Speaker. Each of the four (4) shall require the advice and consent of the General Assembly for confirmation. Consent will take the form of an individual vote on each member requiring a two thirds (2/3) majority to confirm the appointment.

Subsection 4: The justices of the Court shall serve from their appointment and confirmation to the end of the legislative term while in academic and disciplinary good standing and on Good Behavior.

Subsection 5: The Chief Justice can be removed from his or her role as the Chief Justice by a vote of no confidence initiated by one of the justices. The vote requires a unanimous vote of the four (4) Associate Justices, and a subsequent vote in which a majority of the General Assembly sustains the vote of no confidence.

Subsection 6: In the event that the Chief Justice is removed from or resigns the office of Chief Justice, the Speaker shall select an Associate Justice to serve as Chief Justice with the advice and consent of the General Assembly. Consent will be in the form of a majority vote of the General Assembly to confirm the appointee as Chief Justice. The former Chief Justice will continue to serve on the Court as an Associate Justice.

Subsection 7. During the period of time when there may not be a Chief Justice, the Justices shall internally choose an *Interim Chief Justice* until a new Chief Justice is appointed and confirmed. In the event a justice resigns, the resigning justice shall serve in his or her post until a new member is appointed and confirmed to their place.

Subsection 8: Service on the Court is contingent upon the continued "Good Behavior" of its justices. Violations of this standard include becoming academically ineligible to participate, an egregious violation of common decency, absenteeism, as well as other misconduct of a serious enough nature to render them incapable of executing their offices.

Subsection 9: In accordance with Article III of the Student Association Constitution, any member of the Student Association can bring an impeachment charge against a member of the Court. This charge will operate under the same procedures as an impeachment proceeding against a member of the General Assembly, and further require a 2/3rds vote of the General Assembly on the motion to impeach in order to remove the member from office.

Subsection 10: Vacancies on the Court will be filled by the Speaker of the General Assembly with the advice and consent of the General Assembly, consent taking the form outlined above.

Section 6.05: Judicial Inquires Regarding the Student Association

Subsection 1: The Court shall serve as the final authority on the procedure and governing documents of the Student Association.

- (i) The Court shall not rule on any matters regarding questions or appeals of allocations of funds by the Student Fee Allocation Board. Instead, parties should use the appeals process outlined in the established by-laws of the Student Fee Allocation Board.

Subsection 2: Any member of the Student Association may submit an inquiry to the Court for consideration the academic year, not including university-wide breaks or during summer sessions. Upon receipt of the inquiry, the Chief Justice shall convene the Court within five (5) academic days to consider the inquiry. The Court in its entirety, by majority vote, shall construct a ruling.

- (i) Procedure for the submission of inquires will be decided upon by the justices of the Court.
- (ii) The Chief Justice must inform the parties listed in the inquiry when the court has officially accepted the inquiry.

Subsection 3: Any justice of the Court may write a dissenting opinion which shall be provided along with the majority opinion.

Subsection 4: The Chief Justice, or designate, must present any rulings made by the Court at the next scheduled meeting of the General Assembly. The Chief Justice will also notify the Director of the Student Fee Allocation Board of any Student Association General Assembly meeting in which a ruling will be presented to the General Assembly.

Subsection 5: The Court, represented by the Chief Justice, shall delineate the rationale for its decision and post the opinion of the court, along with the reasons behind that decision and any dissenting opinions on the Court's website for public consumption within one (1) week of the decision being made. In addition the ruling will be sent to the Speaker of the General Assembly and the Director of the Student Fee Allocation Board.

Section 6.06: Judicial Inquiries Regarding Student Organizations

Subsection 1: The Student Court has the authority to rule upon questions of authority or interpretation regarding the governing documents of a University-recognized student organization.

- (i) The Court shall not have any authority to rule on issues of local, state, federal law, or university policy.

Subsection 2: Any currently recognized member of a student organization may submit an inquiry to the Court for consideration during the academic year, not including university-wide breaks or during summer sessions, regarding the organization he or she is a part of. Upon receipt of the inquiry, the Chief Justice of the Supreme Court of the Undergraduate Students shall convene the Court within five (5) academic days to consider the inquiry. The Court in its entirety, by majority vote, shall construct a ruling.

- (i) Procedure for the submission of inquires will be decided upon by the Justices of the Court.

(ii) The Chief Justice must inform the parties involved when the court has officially accepted the inquiry.

Subsection 3: Any justice of the Court may write a dissenting opinion which shall be provided along with the majority opinion.

Subsection 4: The Chief Justice must present and submit any rulings and dissenting opinions made by the Court to the university-recognized executive of the student organization(s) involved in the inquiry and all the parties involved.

Subsection 5: The Court, represented by the Chief Justice, shall delineate the rationale for their decision and post the opinion of the Court, along with the reasons behind that decision and any dissenting opinions on the Court's website for public consumption within one (1) week of the decision being made. In addition the ruling will be sent to the Director of the Office of Campus Activities or his/her designee.

Section 6.07: Parliamentary Inquiries

Subsection 1: The Court shall be the final arbitrator of appeals to the decision of the Speaker of the General Assembly or the Director of the Student Fee Allocation Board.

Subsection 2: The Court may only intercede in a parliamentary dispute on appeal from an aggrieved party. The Court may only intercede in parliamentary disputes within the General Assembly if the Committee on Rules and Administration has rendered unfavorable judgment to said party.

Subsection 3: The Court, upon receiving such an inquiry, shall handle it via the same process as an inquiry regarding the Student Association.

Section 6.08: Procedures of the Student Court

Subsection 1: The Justices of the Court, led by the Chief Justice, may create procedures for the submission of inquiries which is to include a formal document that shall be filled out by the involved party or parties.

Subsection 2: The Justices of the Court, led by the Chief Justice may create guidelines for the operation of court proceedings to be approved by the General Assembly by a majority vote. Changes to such proceedings shall be approved by the General Assembly by a majority vote.

Subsection 3: The Justices of the Court, led by the Chief Justice, shall create a formal graphical and type style in which rulings shall be presented on.

Subsection 4: The Chief Justice may appoint a Recording Clerk of the Student Court to record minutes and take notes. The Chief Justice may also appoint other clerks with other duties. These clerks may be any undergraduate student.

Subsection 6: The Chief Justice shall appoint the Court's representative to the Student Association Joint Budget Committee, who shall be approved by Associate Justices.

Section 6.09: Resignation of Justices

Subsection 1: If the Chief Justice chooses to resign, this resignation shall be submitted in writing to the Speaker of the General Assembly, the Director of the Student Fee Allocation Board, and the Associate Justices of the Court. The resigning Chief Justice shall continue serve as an Associate Justice for the duration of the term.

Subsection 2: If an Associate Justice chooses to resign, his or her resignation shall be submitted in writing to the Chief Justice of the Court, the Speaker of the General Assembly, and the Director of the Student Fee Allocation Board. The resigning Justice shall continue to serve as an Associate Justice until a new Justice is chosen and confirmed.

Section 6.10: Student Organization Oversight

Subsection 1: All University-recognized student organizations must have a constitution on file with the University's Office of Campus Activities by a time and date determined annually by that office. A student organization's constitution must follow the guidelines set forth by the Office of Campus Activities.

Subsection 2: On a yearly basis, all university-recognized student organization constitutions shall be re-submitted and reviewed by the Court. The procedure for this process shall be established by the Court and the University's Office of Campus Activities and publicly announced.

Subsection 3: Before a university-recognized student organization can receive funding from the Student Fee Allocation Board, its constitution must be reviewed by the Student Court.

- (i) There will be an exception made for new student organizations that are created during the summer sessions. A new student organization's constitution will be reviewed by the Court at the beginning of the academic year.

ARTICLE VII. BOARD OF ELECTIONS

Section 7.01: Purpose

Subsection 1: The purpose of this board will be to conduct fall and spring elections for the Student Association General Assembly, and the Student Fee Allocation Board. The board shall also conduct elections for the student organization known as *Program Board* if they choose to participate in the Student Association's Election Process.

Section 7.02: Composition

Subsection 1: The composition of the board will be no fewer than five (5) total members of the Undergraduate Student Body and no more than nine (9) at any one time, headed by a "Chairman of the Board." There will be at least one (1) member of the Student Fee Allocation Board, and at least one (1) additional member from the Student Association General Assembly on the Board of Elections. If the student organization known as *Program Board* chooses to participate in the Student Association's Election Process then there shall be at least one (1) member of *Program Board* on the board as well.

Subsection 2: The Chairman of the Student Association General Assembly Committee on Rules and Administration will serve as an *ex officio* member of the Board of Elections for the purposes of observation and advice only. He or she shall not count towards the official number of members or count towards quorum.

Section 7.03: Members of the Board of Elections

Subsection 1: Membership of the Board of Elections will be open to any member of the Undergraduate Student Body not running for election or re-election. All members of the board will be chosen by the Chairman of the Board of Elections and presented to the General Assembly for approval. All members serve at the pleasure of the Chairman of the Board of Elections.

Section 7.04: Duties of the Board of Elections

Subsection 1: The duties of the Board of Elections shall be as follows:

- (i) Set the official date for elections
- (ii) Hold an Information Session no later than two (2) weeks before Election Day

- (iii) Draft and distribute an “Elections Timeline” no later than two (2) weeks before Election Day
- (iv) Ensure that any student running for election meets the qualifications outlined in the Student Association Constitution, as well as approved by the Dean of Students
- (v) Approve any campaign posters before they are distributed throughout campus
- (vi) Mediate any disputes between candidates
- (vii) Secure voting equipment and polling places
- (viii) Ensure that each polling place is staffed with persons and equipment
- (ix) Ensure that all Undergraduate students have the right and ability to vote
- (x) Tally the votes no later than 11:59pm EST on Election Day
- (xi) Announce the election results after certification
- (xii) Distribute election results to all campus media and administrative offices
- (xiii) Implement and oversee any publication or advertisement of elections or referenda

Section 7.05: Chairman of the Board of Elections

Subsection 1: The Chairman of the Board will be appointed by the Speaker of the General Assembly, with the advice and consent of the General Assembly, and oversee all activities by the board. The Chairman of the Board must be a member of the General Assembly. The Chairman of the Board of Elections will be considered the same rank as a committee chairman for the purposes of the General Assembly.

Subsection 2: The Chairman of the Board of Election serves at the pleasure of the General Assembly and is subject to the removal process outlined in the By-laws of the Student Association.

Subsection 3: Once the Chairman of the Board of Elections has been chosen, and confirmed, he or she will serve in said position until the deliverance of the Elections Report at the General Assembly meeting immediately following the closest scheduled Election Day. After the report has been delivered, he or she will no longer be considered the Chairman of the Board of Elections or a recognized committee chair. The position will remain vacant until another Chairman is appointed.

Section 7.06: Duties of the Chairman of the Board of Elections

Subsection 1: The duties of the Chairman of the Board of Elections shall be as follows:

- (i) Preside over any meeting of the Board of Elections or designate another member of the Board to preside in his or her place.

- (ii) Deliver a report to the General Assembly on the conduction of elections at every General Assembly meeting during any elections period.
- (iii) Provide a final “Elections Report” on the results and conduction of the election to the General Assembly at the General Assembly meeting immediately following any Election Day.
- (iv) Certify any election results.
- (v) Publish the formal written Elections Report delivered to the General Assembly online.

Section 7.07: Definitions

Subsection 1: The following are established definitions for terms used in Article IV of the By-laws of the Student Association:

- (i) **Election Period:** The election period will begin with the first meeting of the Board of Elections after the date of the Election Day has been decided and end on Election Day when the results are announced

Section 7.07: Official Election Campaign Rules

Subsection 1: Rules for campaigning shall be as follows:

- (i) Posters and/or fliers must be approved by the Board before being posted in the Pryzbyla Center, any academic building, and/or the residence halls.
- (ii) Posters and/or fliers that are to be posted in common areas of residence halls must be posted in accordance with the rules established by the University’s Director of Residence Life.
- (iii) Posters and/or fliers that are posted in the Pryzbyla Center, any academic buildings, or common areas of residence halls shall not be larger than standard letter size
- (iv) Posters and/or fliers must include the candidate’s name, the date and time of the election, and location of polling places.
- (v) Posters and/or fliers shall not be posted on windows, on top of signs, or any other posers and/or fliers.
- (vi) Posters and/or fliers must be removed from the Pryzbyla Center, all academic buildings, and common areas of residence halls by 12:00pm on the day after the election.
- (vii) Candidates shall not be required to make a speech to the student body. The Board may decide to hold election speeches, but participation is entirely voluntary.
- (viii) Candidates shall have the right to associate their campaign with a particular issue that is also set to appear on the ballot.

Subsection 2: The Board shall reserve the right to create any additional election rules to ensure the carrying out of a fair election, as long as they do not conflict with any of the rules outlined in the by-laws.

Subsection 3: Procedures for penalizing violations of campaign rules shall be as follows:

- (i) A candidate may file a grievance to the Board against another candidate who is suspected of violating election rules. The Board shall then review the case and decide upon a verdict by a majority vote of the Board.
- (ii) Penalties for violations of any campaign rules shall be dealt with on a case by case basis by the Board.
- (iii) The Board reserves the right to remove a candidate from the ballot if the Board maintains that the candidate's rule violation is a grievous offense.
- (iv) The Board shall not at any time deduct votes from a candidate's vote total as a penalty for violating any rule.
- (v) A candidate may appeal the Board's decision regarding rule violations to the Student Court via the established process. The Court shall review the case in accordance with the procedures prescribed in Article VII and render a ruling based on the facts.

Section 7.08: Election of General Assembly Leadership

Subsection 1: The Academic Affairs Chair, the Student Services Chair, the Student Life Chair, the Campus and Residential Affairs Chair, the Dining and the Pryzbyla Center Chair, the Chair of the Rules Committee, the Chair of the Committee on Allocation Review shall be elected at the same meeting and in the same manner as the election of the Speaker as prescribed in Section 3.01, subsection 4 in accordance with the Rules.

Subsection 2: At the meeting called by the Chairman of the Board of Elections there shall be an open nomination period for each office in this order: Speaker, the Academic Affairs Chair, the Student Services Chair, the Student Life Chair, the Campus and Residential Affairs Chair, the Dining and the Pryzbyla Center Chair, the Chair of the Rules Committee, the Chair of the Committee on Allocation Review. During this nomination period nominations will be accepted from the Delegates of the Assembly. Nominations must be seconded by another Delegate of the assembly, not including the Delegate being nominated. Delegates nominated must accept or decline their nomination.

Subsection 3: Once a nomination period is closed, the delegates will proceed with an election for the position. The Chairman of the Board of Elections shall then announce the winner of the election.

Subsection 4: The order of positions to be elected will be as follows: Speaker, the Academic Affairs Chair, the Student Services Chair, the Student Life Chair, the Campus and Residential Affairs Chair, the Dining and the Pryzbyla Center Chair, the Chair of the Rules Committee, the Chair of the Committee on Allocation Review

Section 7.09: Any rules, guidelines, or authority regarding elections not specifically outlined in the by-laws shall rest with the Board of Elections.

ARTICLE VIII. STUDENT ASSOCIATION JOINT BUDGET COMMITTEE

Section 8.01: Purpose

Subsection 1: The Student Association Joint Budget Committee (Joint Budget Committee or JBC for short) shall be responsible for the following:

- (i) Creating a Student Association operating budget to be used and shared by the General Assembly, the Student Fee Allocation Board, and the Student Court.
- (ii) Requesting the operating budget from the Student Fee Allocation Board.
- (iii) Approving any and all expenditures from the operating budget.

Subsection 2: There shall be one operating budget and one financial account for the entirety of the Student Association. Expenditures from the operating budget must be approved by the Joint Budget Committee.

Subsection 3: This committee shall only approve expenditures from the operating budget. Any funding requests shall be the jurisdiction of the respective body that it was granted to.

Section 8.02: Composition

Subsection 1: The JBC shall be comprised of the Speaker of the General Assembly, the Director of the Student Fee Allocation Board, and the Chief Justice of the Student Court. In addition there shall be one (1) representative from each of the three (3) bodies of the Student Association to be chosen by the processes outlined in the By-Laws and/or procedures for each body.

Section 8.03: Operation and Jurisdiction

Subsection 1: Whenever a body of the Student Association wants to spend funds from the operating budget, following their outlined processes (if any), the expenditure must be approved by the Joint Budget committee by majority vote.

Subsection 2: Approval may be obtained via an actual meeting of the committee or through some other means of approval including but not limited to email.

Subsection 3: The operating budget shall be drafted by the committee and then presented to the Student Fee Allocation Board for approval. Recommendations for the operating budget shall be accepted from any member of the Student Association.

ARTICLE IX. IMPEACHMENTS AND MOTIONS OF NO CONFIDENCE

Section 9.01: Impeachment Process

Subsection 1: Any member of the General Assembly may file an impeachment charge against any other member. Such charges are to be filed with the Speaker and the secretary of the Committee on Rules and Administration. At this time parties to the charge shall be notified.

Subsection 2: The Speaker shall convene a special session of the Committee on Rules and Administration in order to review the validity of the impeachment charge. A majority vote of the Committee shall sustain the charge.

Subsection 3: If the charge is sustained, the Assembly shall convene in a special session within one week of the Committee's decision.

Subsection 4: Upon convening, the Assembly shall hear formally the charges of impeachment. Both the complainant and the respondent may have such time as they require to address the charges and to provide evidence to the members of the Assembly. This may include witnesses, who will automatically be granted the right to speak. At any time questions will be permitted to either the complainant or the respondent. The period of time delegated to each will not be limited, though it may be ended by majority vote of the Assembly.

Subsection 5: After the close of this period, the Assembly shall engage in a period of debate. The period of debate will not be limited, though it may be concluded in the usual manner.

Subsection 6: At the close of the period of debate, a vote will automatically be taken. A two-thirds (2/3) majority shall be required to impeach the respondent.

Subsection 7: Removal from office shall follow automatically upon impeachment.

Section 9.02: General Assembly Vacancies

Subsection 1: If a vacancy occurs, the class delegation shall be responsible for nominating a student as replacement who fulfills the necessary requirements.

The General Assembly will then vote to approve nominations of new members. If at any one time in any class delegation more than three (3) vacancies occur a special election shall be held to fulfill all vacated seats within the General Assembly.

Section 9.03: Motions of No-Confidence

Subsection 1: Committee Chairs and the Speaker may be subjected to a motion of no-confidence. Such a motion may be made at any time during normal business, but must include a replacement nominee for the position in question.

Subsection 2: Upon such a motion, the Assembly of the Committee will resolve into a Committee of the Whole for the purposes of debate. First the member of the Assembly making the motion, and then the official against whom the motion is made, shall have the right to explain their positions. Such a period shall last no longer than five minutes per delegate.

Subsection 3: After the close of this period, the Assembly shall engage in a period of debate. The period of debate will not be limited, though it may be concluded in the usual manner.

Subsection 4: At the close of the period of debate, a vote will automatically be taken. A simple majority will be sufficient to sustain the motion.

Subsection 5: A position is vacated due to a motion of no-confidence shall be filled by the replacement nominee put forth at the beginning of the no-confidence proceedings.