



**THE BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF
EASTERN KENTUCKY UNIVERSITY**

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Chapter 1: Student Senate

Preamble

The Student Senate of Eastern Kentucky University, desiring to promote academic freedom and responsibility, to establish and protect student rights, to contribute to the continual improvement of the University, and to faithfully represent the student body in the perpetual dialogue of community self-governance, exists to provide meaningful action in the pursuit of our shared collegiate welfare. Seeing the need for specific prescription of the duties of its officers, committees, and members to accomplish the same, the following bylaws governing the operation of this body are hereby set forth.

Article I

Authority

Section A. The Student Senate is the legislative branch of the Student Government Association.

Section B. The Student Senate may override a veto of the President of the Student Government Association by a two-thirds vote of the total membership.

Section C. The Student Senate shall review/vote the Student Government Association Operating Budget monthly during the academic year and approve beginning in the Fall with a simple majority vote.

- I. If the Student Senate has any concerns about expenditures being made, it can pursue one of two actions:
 - A. An act to freeze expenditures from the account, forcing all expenditures to be approved individually by the body. A simple majority vote is needed for this action.
 - B. Investigation of the officer or officers responsible for the budgeting by the Special Investigator of the Student Court or Chief Justice.

Section D. The Student Senate shall uphold and follow the obligations as set forth in the procedures and processes of Registered Student Organization Funding and Information Technology Funding.

Article II

Membership

Section A. Maximum Membership

- I. The Student Senate shall consist of a maximum of 35 senators split between:
 - A. One (1) College Senator from each college
 - B. At least one (1) Graduate Senator

- C. One (1) Freshman Senator for every 500 students of the incoming Freshman class
- D. The remaining number of Senate seats shall be classified as At-Large Senators
- E. Officers, as found in Chapter 1 Article III, will not be counted toward this number

Section B. Types of Members

- I. Officers
 - A. As Listed in Chapter 1, Article III.
- II. At-Large Senators
 - A. At-Large Senators will be the largest group of Senators and are responsible for representing and conveying the interests of the student body to the Senate.
 - B. These members shall be either elected by the student body or appointed by the Speaker of the Senate, as vacancies occur.
 - C. Any vacancies of At-Large Senators shall be filled by the Speaker of the Senate and approved by a simple vote of present and voting members of the Student Senate.
- III. College Senators
 - A. College Senators shall be the designated student representative for the college in which their major resides, and are responsible for portraying the interests of the students in their college.
 - B. All college senators shall serve on the Student Rights and Academic Affairs committee, to ensure proper representation of each college.
 - C. These members shall be selected following the spring election or as vacancies occur.
 - D. The selection process shall be as follows:
 - 1. The senator with the most votes in the Spring Election shall be offered the College Senator seat for their college instead of an at-large position.
 - 2. Should they decline, they shall retain an At-large seat, and the next highest voted candidate whose major resides in the same college shall be offered their College Senator seat.
 - 3. The process shall be repeated until all college senator seats have been filled, or there are no more remaining senators available.
 - 4. In the event that a senator is a double major in separate colleges, they will be eligible to represent the college of their primary major.
 - a) If no eligible senator falls within one of the open College Senator Seats, and no senator can be recruited by the Student Rights and Academic Affairs Chair or College Dean, senators who double major in separate colleges may be considered.
 - 5. If any vacancies remain after the fall election, the Executive Vice President shall search for and offer an appointed candidate for the remaining seat(s), subject to a majority approval of the Senate.

- E. Should a College Senator change majors during their term to a major that resides in a different college, they shall remain in the position until the conclusion of their term or once a suitable replacement is appointed.

IV. Graduate Senators

- A. Graduate Senators represent the graduate student population of the University and are responsible for conveying the interests of the graduate body to the Senate.
- B. These members shall be either elected by the student body or appointed by the Speaker of the Senate, as vacancies occur.
- C. Any vacancies of Graduate Senators shall be filled by the Speaker of the Senate and approved by a simple vote of present and voting members of the Student Senate.
- D. If this position is not filled after the Fall Election, then the remaining positions shall be changed to At-Large Senator positions.

V. Freshman Senators

- A. Freshman Senators represent the freshman student population of the University and are responsible for conveying the interests of the freshman body to the Senate.
- B. These members shall be either elected by the student body or appointed by the Speaker of the Senate, as vacancies occur.
- C. Any vacancies of Freshman Senators filled by the Speaker of the Senate must be approved by a simple vote of present and voting members of the Student Senate.

Section C Authorities and Duties

- I. All members are expected to attend all meetings of the Student Senate.
 - A. Extended leave may be granted to members on a case-by-case basis with the approval of the Senate Leadership Council (SLC).
 - B. All members are allowed two (2) unexcused absences from Senate meetings per semester.
 - 1. The SLC shall consider excuses submitted for absences, and inform a Senator if their excuse is not accepted.
 - C. Any members that have exceeded two (2) unexcused absences per semester may be relieved from their duties as Student Senator by the SLC.
- II. Each member of the Student Senate shall serve on a standing committee of the Senate.
 - A. All members are allowed two (2) unexcused absences from their assigned Standing Committees and Ad-Hoc meetings per semester.
 - B. Members may be excused from a Standing Committee and Ad-Hoc meeting due to unavoidable personal conflicts at the discretion of the committee chair.

- C. If a member exceeds the permitted unexcused absences from their Standing Committee, the Committee Chair may refer to the SLC for discussion on action to be taken.
- III. All members shall abide by the SGA Constitution, SGA Bylaws, SGA Code of Conduct, and Student Code of Conduct acting in behalf of the best interest of the student body, when legislating or acting in any capacity given to the Student Government Association.
 - A. Any member of the Association may refer an active member of SGA to the Student Court for actions representing negatively on SGA.
 - B. Any member of the Student Senate may abstain from voting on an issue if they feel that a conflict of interest may arise, or if they feel they do not have sufficient information available to vote on an issue.
- IV. Members shall uphold the Constitution of the SGA and the Bylaws.
- V. Any member of the Student Senate may suggest a revision to the Student Government Association Constitution or the Student Senate Bylaws by submitting the suggestion in writing to the Executive Vice President.
- VI. All members of the Student Senate have a right to vote unless otherwise noted in these bylaws.

Article III

Officers

Section A. Composition

The officers of the Student Senate shall be the Executive Vice President, the Speaker of the Senate, all chairs of standing committees, and parliamentary officers.

Section B. Selection Process

- I. The Speaker of the Senate shall be elected by the Student Senate during the first meeting of the session, after all elected Senators are sworn in but before any new business.
 - A. The Executive Vice President shall preside over the first meeting of the session.
 - B. The Speaker will be elected using the following process:
 - 1. The Executive Vice President will ask for nominations from the new Senate.
 - 2. After checking the eligibility of nominees, the nominees will then accept or deny their nominations.
 - a) The Eligibility of the Speaker is as follows:
 - (1) Must have 16 school weeks of experience as a Standing Committee Chair or Ad-Hoc Committee Chair within Student Senate
 - 3. The Executive Vice President will then open the floor for questions and discussion on the candidates.

4. Candidates may remain in the room to answer questions throughout discussion and voting.
 5. The EVP shall facilitate a roll call vote with senators stating the last name of the candidate they are voting for after the discussion has closed.
 - C. The Speaker must be elected with a two-thirds (2/3) majority vote.
 1. If this number is not reached after the first vote, the top 2 candidates will be voted on in a runoff election.
 2. If a two-thirds (2/3) majority is still not met by this point, the EVP will select the Speaker from the run-off election candidates.
- II. All officers, except the Executive Vice President and Speaker of the Senate, shall be appointed by the Executive Vice President and approved by the Student Senate by a two-thirds voting membership.

Section D. Duties

- I. Executive Vice President
- A. The duties of the Executive Vice President are outlined in the Student Government Association Constitution, Article II Section 3. B.
 - B. The Executive Vice President shall preside over the Student Senate in the absence of the Speaker of the Senate.
 - C. The Executive Vice President should attend at least one Senate meeting per month, and make an effort to attend as many as their schedule allows.
 - D. The Executive Vice President shall attend at least one meeting of each standing committee a month as their schedule permits.
 - E. The Executive Vice President shall deliver and follow up on any legislation passed by the Student Senate with the proper administrative offices.
 - F. The Executive Vice President shall be responsible for all official correspondence of the Student Senate.
 1. This includes the sending of letters of invitation to all persons whose presence is requested at a meeting of the Senate. The letter should include the meeting date, time, and location, as well as the reason for the invitation.
- II. Speaker of the Senate
- A. The Speaker of the Senate shall serve as the Chair for all Senate meetings.
 - B. The Speaker of the Senate shall assign all Senators to a standing committee.
 - C. The Speaker of the Senate shall perform 1-on-1 meetings with senators at least once a semester.
 - D. The Speaker of the Senate will prepare an agenda for each meeting and be notified by the Executive Vice President or President of any guest speakers at least 24 hours before the meeting, or as soon as possible.

- E. The Speaker of the Senate will provide the Senators with a legislation workshop as needed.
- F. If the Executive Vice President is unable to attend a Senate Meeting, the Speaker of the Senate shall serve as the tie-breaking vote.

III. Committee Chairs

- A. All Committee Chairs shall be appointed by the Executive Vice President to serve in addition to their duties as a Senator.
 - 1. College Senators are not eligible to serve simultaneously as the Committee Chairs.
- B. All Duties of Committee Chairs are listed in their respective sections in Chapter 1, Article V of these Bylaws.

IV. Clerk

- A. The Clerk shall be appointed by the Speaker of the Senate to serve in addition to their role as a Senator.
- B. The Clerk shall be responsible for the maintenance of the records of the Student Senate.
 - 1. This includes minutes and attendance at all meetings of the Student Senate and the Senate Leadership Council.
 - 2. The Clerk shall attend and keep minutes of all Ranking Committee meetings each semester.
- C. The Clerk shall be responsible for sending a letter of thanks to persons who attended a meeting of the Senate at the request of the Senate.
- D. The Clerk shall be responsible for delivering the Senate minutes to the Senate Advisor and the SGA Advisory Board in a timely manner.

V. Associate Senator Supervisor

- A. The Associate Senator Supervisor shall be appointed by the Executive Vice President to serve in addition to their role as a Senator.
- B. The Associate Senator Supervisor shall be a seasoned member of the Student Senate, and shall oversee and mentor the new or freshman senators.
- C. The Associate Senator Supervisor shall assist and report to the Executive Vice President with any comments about freshman senators and or their legislation.
- D. The Associate Senator Supervisor shall be responsible for helping new senators understand the duties and responsibilities required of them, especially prior to funding sessions.
- E. If the EVP and Speaker deem this position unneeded for the incoming class of senators or are unable to find someone fit to perform its duties, it may stay vacant for the remainder of the terms.

VI. Parliamentarian

- A. The Parliamentarian shall be appointed by the Speaker of the Senate to serve in addition to their role as a Senator.

- B. The Parliamentarian shall be familiar with Roberts Rules of Order
- C. The Parliamentarian shall assist the Speaker of the Senate in the maintenance of order and the enforcement of parliamentary procedure during meetings of the Student Senate or its various committees.

Article IV

Meetings

Section A. Regular Meetings

- I. Student Senate shall meet at least twice each month during the academic year, excluding those months where prohibited by university scheduling.
 - A. Public Sessions
 - 1. All meetings of the Student Senate, unless stated otherwise in these bylaws, will be in Public Session, and therefore open to all members of the Student Government Association as outlined in the Student Government Association Constitution.
 - 2. Non-members of the Student Senate in attendance will not be allowed to participate in discussion unless they were invited to do so by the Executive Vice President or the Speaker of the Senate.
 - 3. Non-members of the Student Senate do not have a vote in matters brought before the Student Senate.
 - B. Executive Session
 - 1. Executive Sessions must adhere to all laws set by the Kentucky Legislature regarding open meetings. Refer to KRS 61.805-61.850 for these guidelines.
 - 2. A motion to go into Executive Session must be made and adopted by a simple majority vote by the present and voting Student Senate members.
 - 3. All persons present during an Executive Session are specifically prohibited from divulging anything that occurred unless required by law or university policy.
 - 4. The minutes of an Executive Session must be read and acted upon only in the Executive Session.
 - 5. Non-members of the Student Senate may be invited to attend by the Executive Vice President, but they are not entitled to attend.
 - 6. The Advisor of the Student Senate must be informed of any meeting that goes into Executive Session within twenty-four hours of the adjournment of the meeting.

Section B. Special Meetings

- I. Additional meetings of the Student Senate may be scheduled at the request of the Executive Vice President or by a simple majority of the Senate members present and voting.
- II. Senators shall be notified at least twenty-four hours preceding the date of a special meeting unless stated otherwise within the constitution or bylaws.
- III. Special Meetings will not count against the permitted number of absences for those unable to attend.

Article V

Committees and Senate Leadership Council

Section A. Each committee shall meet at least twice a month, excluding those months where prohibited by university scheduling, or additionally at the discretion of the chair.

Section B. Senate Leadership Council

- I. The Senate Leadership Council shall consider matters proposed for the consideration of the Student Senate and advise the Speaker of the Senate concerning the agenda for the subsequent Senate meetings.
- II. The Senate Leadership Council shall consist of the Executive Vice President, current Student Senate Ad-Hoc Chairpersons, Chairpersons of all the standing committees, and the Speaker of the Senate.
 - A. The Clerk & Parliamentarian shall serve as ex-officio non-voting members of the Senate Leadership Council.
- III. The Senate Leadership Council shall meet twice each month, excluding those months where prohibited by university scheduling and any additional time at the request of the Executive Vice President.
- IV. The Senate Leadership Council shall work closely with the Speaker of the Senate on all matters referred to the council.
- V. The Senate Leadership Council shall advise the Executive Vice President on the formulation of all ad hoc committees within the Student Senate.
- VI. The Senate Leadership Council shall advise the Student Senate on all matters referred to the council.
- VII. The Senate Leadership Council shall aid the EVP by finding and recommending candidates to serve on ECU University Committees.
- VIII. The Senate Leadership Council shall oversee the removal process of members of the Judicial Branch in a manner similar to the Student Courts proceedings as told in Chapter 4 Article V.

Section C. Committees

I. Student Rights and Academic Affairs

- A. The Student Rights and Academic Affairs Committee shall work closely with the University's Academic Affairs Division and monitor the decisions from the Council on Postsecondary Education to ensure academic excellence and integrity at Eastern Kentucky University.
- B. The Student Rights and Academic Affairs Committee shall advise the Student Senate on national, state, and campus academic issues.
- C. The Committee on Student Rights and Academic Affairs shall work with the office of the Dean of Students and other appropriate administrative offices to advocate for students' rights.
- D. The Student Rights and Academic Affairs Committee shall endeavor to promote equal opportunity for all students.
- E. The Committee on Student Rights and Academic Affairs shall consist of all of the College Senators and the Student Rights and Academic Affairs Committee Chair.
- F. The Student Rights and Academic Affairs Committee shall be responsible for selecting recipients for the Distinguished Educational Leader Awards (D.E.L.) every academic year.

II. Registered Student Organizations

- A. The Registered Student Organizations Committee shall be responsible for facilitating the funding application process for the Registered Student Organization Funding sessions.
- B. The Chair of this committee shall be responsible for scheduling informational meetings for representatives from Registered Student Organizations to attend prior to all organizational funding meetings.
 - 1. The Chair shall also be responsible for scheduling meetings for all Registered Student Organizations receiving funding during the registered student organization funding process.
- C. The Registered Student Organizations Committee, through the formal application process, shall be the first step in soliciting funds from the Registered Student Organization Fund.
- D. The Registered Student Organizations Committee shall approve or deny all applications. Approved requests will be forwarded to the Student Senate, in an order determined by the Special Ranking Committee on Appropriations, where they may then be amended, approved or denied.
 - 1. In the event that Committee Members are sponsoring RSO's throughout this process, they shall not be permitted to be a part of the approval or denial process.
- E. The Registered Student Organizations Committee shall prepare all packets for use by the RSO Fund Ranking Committee.

1. Those members of the Student Senate who serve on both the Standing Committee and the Special Ranking Committee on Appropriations may not assist in preparing these packets.
- F. The Registered Student Organizations Committee shall advise the Student Senate on issues regarding the general and specific rights of Registered Student Organizations and their members.
- G. The Registered Student Organizations Committee shall work closely with Registered Student Organizations to inform them about the happenings of Student Senate, to inform them about the various types of funding available to Registered Student Organizations through Student Senate, and to hear any issues, questions, or concerns that the organizations would like to report to the Student Senate.

III. Information Technology

- A. The Information Technology Committee shall work closely with the University IT Department to advocate for student technology needs.
- B. The Information and Technology Committee shall be responsible for the allocation of the Student Government Association's portion of the student technology fee, provided that a university budget item is created for the academic year.
- C. The Information and Technology Committee shall be responsible for reviewing all submitted applications and recommending funding amounts to the Information and Innovation Technology Advisory Board.
 1. The Information and Innovation Technology Advisory Board shall be composed of members selected by the University IT Department and shall also include the Student Body President and Executive Vice President.
- D. The Information Technology Committee shall review all applications before they are submitted as a recommendation to the Information and Innovation Technology Advisory Board.
 1. In the event that Committee Members are sponsoring packets throughout this process, they shall not be permitted to be a part of the recommendation process.
- E. The Information and Technology Chair shall be responsible for staying abreast of questions and concerns regarding students' use of technology. This includes products being presented through the IT funding recommendation process.

IV. Safety and Facilities Affairs

- A. The Committee on Safety and Facilities Affairs will partner with the ECU Department of Public Safety and the Center for Student Accessibility once a semester to hold a safety walk in which all student senators will assist in finding safety concerns for students on campus.
- B. The Committee on Safety and Facilities Affairs shall endeavor to promote and ensure the safety and quality of residential experience and facilities.

- C. The Committee on Safety and Facilities Affairs shall be responsible for monitoring issues regarding the rights, responsibilities, and safety of students.
- D. The Committee on Safety and Facilities Affairs shall work closely with university staff to ensure that students have an active voice in the process of building and renovating university facilities.
- E. The Committee on Safety and Facilities Affairs will stay up to date on RHA and Facility improvements.
- F. The Committee on Safety and Facilities Affairs shall regularly inform the Student Senate of issues and concerns regarding Residential and Facility concerns affairs and submit for their consideration any necessary action.
- G. The Committee on Safety and Facilities Affairs shall advise students and investigate concerns regarding their general and specific rights and responsibilities.
- H. The Committee on Safety and Facilities Affairs shall advise the Senate on all matters referred to the Committee

Section D. Special and Ad Hoc Committees

- I. The Executive Vice President may establish Special and Ad Hoc Committees as needed for the performance of Senate duties.
- II. Members who are interested in Special and Ad Hoc Committees shall be assigned by the Speaker of the Senate.

Article VI

Registered Student Organization Funding [TENTATIVE]

Section A. The purpose of organizational funding is to fund activities that meet the social, cultural, physical, spiritual, intellectual and emotional interests of the campus community, with priority given to groups that lack the necessities they need to fulfill their organization's purpose. Organizational funding shall solicit applications from Registered Student Organizations who are requesting funds from the Student Government Association. With funding, these organizations are expected to be actively involved in the advancement of Eastern Kentucky University's campus community and school mission.

Section B. Student Organization Funding Process

- I. The Executive Vice President, in consultation with the Registered Student Organizations Chair, shall set the dates for each organizational funding session prior to the start of the academic year.
- II. Registered Student Organizations will be given at least **three** weeks' notice of the first appropriations meeting.

- A. At this time, the date, time, and location of the mandatory informational session(s) where the packets are given to interested organizations will be made available.
 - B. This informational session is mandatory for all student senators unless they have attended an informational session or Appropriations session prior.
 - C. A representative from the student organization shall have contact with either the RSO Committee Chair or the EVP.
 - D. The RSO Fund Ranking Committee shall then begin the funding process as outlined in Section D of this article.
 - E. Prior to each funding session, a meeting will be held for all senators to explain responsibilities, behavior, and updated procedures during the appropriations process.
 - F. Appropriation sessions must be video, and audio recorded and kept on file in the SGA office for five years.
- III. The Student Senate will appropriate all organizational funding once per academic year. The appropriation of this money will be held before the end of October, and may take no more than 4 individual appropriation sessions throughout the fall semester.
- IV. Once the final tally of RSO's have applied for funding, the number of applications shall be equally split into four meeting sessions. However, if the Student Senate deem it necessary, there may be less than four meetings for appropriations.
- V. Each individual appropriations meeting shall be held in place of that week's Student Senate meeting. Holding multiple meetings ensures the proper consideration and allocation of the organizational funds.
- VI. An RSO may apply for up to one-thousand dollars (\$1000) of the budget excluding the amount retained for overages as listed in Section F.
 - A. The allocated funding must be spent between the organizational funding meeting and the first day of finals during the spring semester, or a date that is deemed necessary by approval of the RSO Committee Chair, EVP, and Purchasing Manager.

Section C. Appropriations Application Process

- I. The Registered Student Organization must meet all requirements outlined in the funding application packet before they will be considered eligible to apply.
- II. The application can only be accepted by the SGA RSO Committee Chair and EVP or any person approved by the RSO committee and must be turned in by a member of the Registered Student Organization.
 - A. If the RSO Committee, EVP, or person approved by the RSO committee who receives the application finds it incomplete for any reason, it is their

responsibility to refuse acceptance and to immediately explain to the representative of the Registered Student Organization what needs to be corrected for the application to be accepted in the future.

1. Should there be time remaining before the application deadline, the RSO may resubmit the application for review.
- B. A Sponsoring Senator will be assigned to each applicant organization by the RSO Chair.
 1. If the Sponsoring Senator is a member of the organization they are assigned to, they will swap organizations with another member chosen by the RSO Chair
- C. Once applications are made available, the organization will be required to remain in contact with the RSO Committee Chair or EVP to help with the application and funding process.
- D. Active Members of the Association may be RSO Representatives, but it is preferred that they are not if possible.
- E. After the deadline set by the RSO Committee Chair and EVP, no more applications will be accepted, and the review process will begin.
- F. If an RSO does not keep in contact with the RSO Committee Chair or EVP and turns in a packet that was not priorly approved by them, it will be denied.
- G. A copy of Chapter 1 Article VI of the Student Senate Bylaws must be made available to all organizations interested in receiving funding.

Section D. RSO Fund Ranking Committee Selection

- I. The RSO Committee Chair will create a special committee, hereinafter referred to as the RSO Fund Ranking Committee, that consists of five active members of the Senate at the recommendation of the Registered Student Organizations Committee, as well as the Senate Clerk.
 - A. The RSO Fund Ranking Committee will be chosen before the application deadline.
 - B. The RSO Fund Ranking Committee shall be approved by the Student Senate.
 - C. Priority will be given to senators who have been present at a previous RSO Appropriations meeting when selecting members of the RSO Fund Ranking Committee.
 - D. Members of the RSO Fund Ranking Committee may serve an unlimited number of times throughout their time serving as an elected senator.
- II. The Registered Student Organizations Chair will preside over the RSO Ranking Committee.

- III. A member of the Student Court, at the discretion of the Chief Justice, the Senate Clerk, and the Registered Student Organizations Chair will serve as ex-officio, non-voting members.
- IV. Minutes must be taken by the Senate Clerk at all RSO Fund Ranking Committee meetings.

Section E. RSO Fund Ranking Committee Meeting

- I. Appropriations Review
 - A. The RSO Fund Ranking Committee will review each application based on the application's merit. This is determined by review of:
 - 1. Responses in the application packet, including but not limited to; age of the RSO, usage of alternative revenue sources, how dues and fundraising are used, and average meeting attendance.
 - 2. Previous SGA funding history compiled by the Executive Vice President and the SGA Administrative Assistant.
 - 3. The Ranking Process found in [Appendix A](#).
 - B. [The RSO Funding Advisory Oversight Board](#) for the Student Government Association shall oversee the entire process and shall be given a copy of all packets and results, as well as submit comments prior to RSO Fund Ranking Committee meeting.
- II. The RSO Fund Ranking Committee meeting is open to all members of the Association and Campus administration.
 - A. Only members of the RSO Fund Ranking Committee have speaking or voting privileges.
 - B. The day, time and location of the RSO Fund Ranking Committee meeting will be posted 24 hours in advance in both the SGA office as well as the SGA website, and Social Media.
- III. Each voting member of the RSO Fund Ranking Committee will rank each application starting with the number one and ending with the total number of applications received.
 - A. RSO Fund Ranking Committee Members are not allowed ranking privileges for an organization of which they are a member or sponsoring.
 - B. The number one ranking represents the application that the member feels is most representative with Eastern Kentucky University's mission and criteria, as well as the mission of the RSO Committee and the Student Senate.
 - C. Members shall use the ranking rubric as described in [Appendix A](#).
 - D. The Registered Student Organizations Committee Chair can vote only if there is a disagreement in the ranking and is limited to the suggested rankings.
 - E. Upon determination of the final order, rankings must be submitted to the Executive Vice President for review.

- F. Ranking order will be posted at least 24 hours prior to the first Appropriations meeting.

IV. Appeals

- A. In the event that an RSO feels the Ranking Process was biased in any way they may request the minutes from the RSO Chair who must give them.
- B. If the RSO finds bias occurring from the Ranking meeting in some way following reading the minutes and double checking the criteria for ranking, they may make an appeal for ranking with the EVP who will then review the process alongside the Chief Justice, and they will determine if it needs to be re-ranked.
 - 1. If they determine it does need to be re-ranked, the ranking committee will meet once again ASAP with the EVP & Chief Justice present this time to ensure an unbiased Ranking occurs.
 - 2. If they determine that no bias action occurred, the EVP will inform the RSO of this and the Ranking will stand as is.
 - a) The RSO may appeal this Ranking with the Advisory Board who will then review everything in a manner similar to the EVP & Chief Justice. Their decision will be final on this matter.

Section F. RSO Fund Appropriations Sessions

- I. An Advisor or University Staff member who is familiar with the funding process will be present at all Funding Sessions to ensure an unbiased meeting and act as an aid for any questions that the RSO representative or Student Senate may not know.
- II. All Registered Student Organizations requesting funds and their requested amounts will be listed in the order decided upon by the RSO Fund Ranking Committee on the legislation.
- III. The RSO Fund Appropriations Session shall be Chaired by the RSO Chair, If they are unable to attend the order will first be the Speaker of the Senate, then the EVP.
- IV. A Registered Student organization will be given sixty (60) seconds to address the Student Senate unless funds have been exhausted prior to their ranking.
- V. After their address, the Sponsoring Senator may speak on behalf of the organization.
- VI. Friendly amendments to line strike may be accepted by the sponsoring senator during the appropriations process by the sponsoring Senator without a vote for approval by the body. A friendly amendment which is denied by the sponsoring Senator will move to open discussion and vote for approval by the body.
- VII. Each budget must be displayed for all to see while it is being discussed.
- VIII. A running total of the amount remaining must be told following the approval of a packet.
- IX. Only the Registered Student Organization at hand may be discussed.
- X. Senators may ask questions of the Sponsoring Senator.

- A. The Representative of the Registered Student Organization (if in attendance) may answer only if the Sponsoring Senator cannot answer.
 - B. The purchasing assistant or designee may answer in place that neither of the above parties can answer the question.
- XI. A roll call vote must be taken to approve the finalized funding request budget.
 - A. Electronic Voting may be used as a roll call vote during the Appropriations sessions.
- XII. The Student Government Association Organizational Funding Budget should retain at least **\$1,000** at the beginning of the first Appropriations session to account for overages and unforeseen expenditures on approved items.
 - A. This overage budget should be available in order of approval as listed in the Appropriations legislation. No approved application may use funds from the overage budget before all purchases from approved applications with a prior ranking have been completed.
 - B. Any application approved for purchase may use no more than 10% of this overage buffer.
 - C. Should any application require more than 10% of the overage budget to complete the entire purchase, the RSO Committee may approve additional funds to cover the additional expenses.
 - D. If the overage budget is expended, or should the RSO Committee deny an request to use more than 10% for an approved purchase, the RSO Committee Chair and SGA purchasing assistant should work with a representative from the RSO to adjust quantities of approved items until the total purchase amount is revised to meet the approved amount and overages.
 - 1. Items may only be substituted for similar items (e.g. different manufacturer, color, etc.) with the approval of the Executive Vice President.
 - 2. No quantities may be increased after the approval of the application budget during the Appropriations session.
- XIII. After the funds have been allocated, a motion must be made and approved to appropriate the remaining organizations zero dollars (\$0.00) and for the remaining funds, if applicable, to be rolled over into the general Student Government Association Organizational Funding Budget.
- XIV. The Student Senate will forward **legislation** including all approved requests to the Student Body President who shall approve or veto **the legislation**
 - A. If vetoed, the **legislation** shall go back to the Student Senate for review. The Senate may overturn the veto of the President with a two-thirds vote of the voting membership. If amended, the **legislation** shall return to the Student Body President for approval.

Section G. Management of Allocated Funds

- I. No awarded funds will be transferred to the account of the Registered Student Organization.
- II. No awarded funds may be used for reimbursement for approved items.
- III. If all awarded funds are not used by the Registered Student Organization, the funds shall return to the general Student Government Association Organizational Funding Budget.
- IV. Any funds not allotted at the end of the academic year shall remain in the general Student Government Association Organizational Funding Budget for future use unless a special funding session is called to order by the Executive Vice President or the funds are reallocated by the SGA AVP and approved by the Student Senate.
- V. The Student Senate will forward all approved requests to the Student Body President who shall approve or veto the request.
 - A. Upon approval, the Student Government Association Financial Advisor will sign off on the request.
 - B. If vetoed by the President, the request shall go back to the Student Senate for review.
 1. The Senate may overturn the veto of the President with a two-thirds voting membership.
 2. If amended, the request shall return to the Student Body President for approval.
- VI. The purchasing assistant, in consultation with the Financial Advisor for the Student Government Association, shall oversee the entire process and must approve each organizational funding application packet in order for Registered Student Organizations to be eligible to receive funding.

Article VII

Information Technology Funding [TENTATIVE]

Section A. The purpose of the Information Technology Grant is to receive applications from Registered Student Organizations and any University Departments who are requesting funds from the Student Government Association. These requests will fund technology that will allow students to progress further in their learning and interests, as well as their future careers. With funding, these Registered Student Organizations and Departments are expected to use the technology purchased to aid in the advancement of Eastern Kentucky University's students' future endeavors.

Section B. Information Technology Grant Process

- I. The Executive Vice President, in consultation with the Information Technology Chair, shall set the dates for each Information Technology Grant funding session prior to the start of the academic year.
- II. University Departments and Registered Student Organizations will be given at least three weeks' notice of the application due date.
 - A. Packets will be made available via a mass email to all university departments and can also be requested from the Information Technology Chair.
 - B. The IT Grant Ranking Committee shall begin the ranking process as outlined in Section E of this article after the application deadline has passed.
- III. Budget sessions must be video and audio recorded and kept on file in the SGA office for five years.

Section C. Information Technology Grant Application Process

- I. University Departments and Registered Student Organizations must meet all requirements outlined in the funding application packet before they will be considered eligible to submit an application.
- II. University Departments and Registered Student Organizations will be limited to one application for each funding session. Multiple projects may be submitted on the same application.
- III. The application can only be accepted by the EVP, SGA IT Chair, or any person approved by the IT committee, and must be turned in by a representative of the University Department or Registered Student Organization that is requesting funds.
 - A. The application must be signed and dated by one of the aforementioned University Departments or Registered Student Organizations to verify the completion and acceptance of the application.
 - B. If the Information Technology Chair, Executive Vice President, or member of the Information Technology Committee or designee finds the application incomplete for any reason, it is their responsibility to refuse the application and to immediately explain to the representative of University Department what needs to be corrected in order for the application to be accepted, if time remains before the application deadline.
 - C. It is the sole responsibility of the University Department or Registered Student Organization representative to contact a member of the Senate Information Technology Committee with any questions or concerns before the application deadline.
 - D. After the deadline, applications will no longer be accepted, and the application review process will begin.

- E. A copy of Chapter 1 Article VII of the Student Senate Bylaws must be made available to all Registered Student Organizations or University Departments interested in receiving funding.
- IV. Information Technology Committee members will act as sponsoring senators for each Registered Student Organization/Department that has requested funding.
 - A. If the Sponsoring Senator is a member of the organization they are assigned to, or is a worker for the department applying, they will swap organizations with another member chosen by the IT Chair.
 - B. Additional sponsoring senators may be designated by the Executive Vice President and Information Technology Chair as needed.
 - C. The sponsoring senator will research the items requested by said University Department or Registered Student Organization that they will be assigned to during the meeting, as to be knowledgeable on said items when questions arise.
 - D. The sponsoring senator will be allowed to accept or deny friendly amendments during the budget session on behalf of the Registered Student Organizations/Departments.
- V. The Information Technology Chair will work with representatives from the IT Department to review all requests under University standards.
 - A. At least four weeks should be allowed between the application deadline and the Ranking Committee meeting for all requests to be reviewed by the IT Department.
 - B. Should the IT Department find that any requested items on an application fail to meet University technology standards, or should it take longer than four weeks to obtain any reports or information necessary to comply with University technology standards, the University Chief Information Officer, SGA Executive Vice President, or SGA Information Technology Chair may deny the application in its entirety.
 - 1. The University Department or Registered Student Organization may opt to line-strike the items in question and submit a revised application before Ranking, provided that the revised items were all previously approved by the Information Technology Committee and the University IT Department.
 - 2. Should an application be approved after the four week review deadline, the University Department's or Registered Student Organizations sponsoring senator may request a special funding session with the Executive Vice President, provided there are sufficient funds remaining after the conclusion of the funding session.

Section D. Information Technology Grant Ranking Committee Selection

- I. The IT Committee Chair will create a special committee, hereinafter referred to as the IT Grant Ranking Committee, that consists of five active members of the Senate at the recommendation of the Information Technology Committee Chair, as well as the Senate Clerk.
 - A. The IT Grant Ranking Committee will be chosen before each application deadline, and approved by the Senate.
 - B. Priority will be given to senators who have been present at a previous IT Appropriations meeting when selecting members of the IT Grant Ranking Committee.
 - C. Members of the committee may serve an unlimited number of times throughout their time serving as an elected senator.
- II. The Information Technology Chair will preside over the IT Grant Ranking Committee.
- III. The Information Technology Chair, Senate Clerk, and a member of the Student Court, at the discretion of the Chief Justice, will serve as ex-officio, non-voting members.
- IV. Minutes must be taken by the Senate Clerk at Information Technology Grant Ranking Committee meetings.
- V. The head of the University IT department or designee may be used as a resource when making judgments over the rankings (example: What a piece of technology is? Or if an organization/department can receive a better price for said piece of technology.)

Section E. Information Technology Grant Ranking Committee Meeting

- I. The Information Technology Grant Ranking Committee meeting is open to all members of the Association and Campus Administration.
 - A. Only members of the Information Technology Grant Ranking Committee have speaking or voting privileges.
 - B. The day, time, and location of the Information Technology Grant Ranking Committee will be posted in the SGA office and official SGA Social Media no later than 24 hours prior to the meeting.
- II. Each voting member of the Information Technology Grant Ranking Committee will rank each application starting with the number one and ending with the total number of applications received.
 - A. Members of the Information Technology Grant Ranking Committee are not allowed ranking privileges for an organization of which they are a member or sponsoring.
 - B. The number one ranking represents the Registered Student Organization or University Department that the member feels is most representative of Eastern Kentucky University's mission and criteria, as well as the mission of the Information Technology Grant Committee.
 - C. Members shall use the ranking rubric as described in [Appendix B](#).

- D. The IT Chair can vote only if there is a disagreement in the ranking and is limited to the suggested rankings.
- E. Upon determination of the final order, rankings must be submitted to the Executive Vice President for review.
- F. Ranking order will be posted at least 24 hours prior to the Funding meeting.

III. Appeals

- A. In the event that an RSO or Department feels the Ranking Process was biased in any way they may request the minutes from the IT Chair who must give them.
- B. If the RSO or Department finds bias occurring from the Ranking meeting in some way following reading the minutes and double checking the criteria for ranking, they may make an appeal for ranking with the EVP who will then review the process with the Chief Justice and determine if it needs to be re-ranked.
 - 1. If they determine it does need to be re-ranked, the ranking committee will meet once again ASAP with the EVP & Chief Justice present this time to ensure an unbiased Ranking occurs.
 - 2. If they determine that no bias action occurred, the EVP will inform the RSO or Department of this and the Ranking will stand as is.
 - a) The RSO or Department may appeal this Ranking with the Advisory Board who will then review everything in a manner similar to the EVP & Chief Justice. Their decision will be final on this matter.

Section F. Information Technology Grant Budget Sessions

- I. An Advisor or University Staff member who is familiar with the funding process and University Technology protocols will be present at all Funding Sessions to ensure an unbiased meeting and act as an aid for any questions that the Representative or Student Senate may not know.
- II. All University Departments and Registered Student Organizations requesting funds and their requested amounts will be listed in the order decided upon by the Information Technology Grant Ranking Committee of the legislation.
- III. The IT Fund Appropriations Session shall be Chaired by the IT Chair, If they are unable to attend the order will first be the Speaker of the Senate, then the EVP.
- IV. All University Departments and Registered Student Organizations may be allowed to address the Student Senate up to sixty (60) seconds unless funds have been exhausted prior to their ranking.
- V. After their address, the sponsoring senator may speak on behalf of the Organization.
- VI. Friendly amendments to line strike may be accepted during the appropriations process by the sponsoring senator without a vote for approval by the body. A friendly amendment

which is denied by the sponsoring senator will move to open discussion and vote for approval by the body.

- VII. Only the application at hand may be discussed.
- VIII. Each budget must be displayed for all to see while it is being discussed.
- IX. A running total of the amount remaining in the Information Technology Grant must be displayed.
- X. Senators may ask questions of the Sponsoring Senate member.
 - A. The Representative of the Registered Student Organization or University Department (if in attendance) may answer only if the Sponsoring Senator cannot answer.
 - B. The head of IT Department or designee may answer in the place that neither of the above parties can answer the question.
- XI. A roll call vote must be taken to approve the finalized funding request budget.
 - A. Electronic voting may be used as a roll call vote during the Appropriation session.
- XII. The Information Technology Grant Budget should retain at least \$2,000.00 at the beginning of the Appropriation session to account for overages and unforeseen expenditures on approved items.
 - A. This overage budget should be available in order of approval as listed in the Appropriations legislation. No approved application may use funds from the overage budget before all purchases from approved applications with a prior ranking have been completed.
 - B. Any University Department application approved for purchase may use no more than 5% of this overage buffer.
 - 1. The University Department may choose to provide funding to complete the purchase should it require more than 5% of the overage budget.
 - C. Any Registered Student Organization application approved for purchase may use no more than 10% of this overage buffer.
 - D. Should any application require more than the approved percentage of the overage budget to complete the entire purchase, the IT Committee may approve additional funds to cover the additional expenses.
 - E. If the overage budget is expended, or should the IT Committee deny a request to use more than the approved percentage of the overage budget for an approved purchase, the IT Committee Chair and SGA purchasing assistant should work with a representative from the University Department or RSO to adjust quantities of approved items until the total purchase amount is revised to meet the approved amount and overages.
 - 1. No items may be substituted, nor quantities increased, after the approval of the application budget during the Appropriations session.

- XIII. After the funds have been allocated, a motion must be made and approved to appropriate the remaining organizations zero dollars (\$0.00) and for the remaining funds, if applicable, to be rolled over into the Information Technology Grant Funding Budget.
- XIV. The Student Senate will forward legislation including all approved requests to the Student Body President who shall approve or veto the legislation
- A. If vetoed, the legislation shall go back to the Student Senate for review. The Senate may overturn the veto of the President with a two-thirds vote of the voting membership. If amended, the legislation shall return to the Student Body President for approval.
- XV. Upon approval, the head of the IT department or their associates will sign off on the request.
- XVI. All orders must be submitted by the first day of finals in the Spring semester and completed by the end of the fiscal year.

Section G. Management of Allocated Funds

- I. No awarded funds will be transferred to the account of a Registered Student Organization.
- II. The applicant will be responsible for filling out any purchase forms, delivery information, or other necessary paperwork to purchase approved items.
- A. Approved applications from a Registered Student Organization must be submitted for purchase through the IT Department by a staff member or employee of Eastern Kentucky University.
1. The Executive Vice President and Information Technology Chair shall help coordinate all Registered Student Organization purchases with the appropriate staff members.
2. The head of the IT Department should advise the Information Technology Chair each year on any updates to the purchasing procedures for Registered Student Organizations. These changes should be reflected in the Information Technology Grant application process.
- B. A representative from an approved University Department applicant must submit a purchase request through the IT Department for the approved items, stating the approval for use of SGA IT Funds and fulfilling all other requirements outlined in the purchase request form.
- III. Any funds not allotted at the end of the funding session shall remain in the general IT Grant Funding Budget for future use unless a special funding session is called to order by the Executive Vice President.
- A. Any funds remaining at the end of the funding session may be requested by the University IT Department for classroom upgrades.

1. This request must be submitted to the Information Technology Chair for review by the Information Technology Committee.
 2. After approval from the Information Technology Committee, the request should be presented in detail to the Student Senate in a special funding session, and shall be subject to the same rules for approval listed in Section F of this article.
- IV. The Student Senate will forward all approved requests to the Student Body President who shall approve or veto the request.
- A. Upon approval, the Student Government Association Financial Advisor will sign off on the request.
 - B. If vetoed by the President, the request shall go back to the Student Senate for review.
 1. The Senate may overturn the veto of the President with a two-thirds vote of the total voting membership.
 2. If amended, the request shall return to the Student Body President for approval.
- V. The purchasing assistant, in consultation with the Financial Advisor for the Student Government Association, shall oversee the entire process and must approve each organizational funding application packet in order for University Departments and Registered Student Organizations to be eligible to receive funding.

Article VIII

Standards for Leadership and Student Senators

Section A. Committee Chairs

- I. If a committee chair fails to uphold the responsibilities of their position as outlined in Article 3 Section D in the Student Senate Bylaws and Article 1 Section 7 of the SGA Constitution, they may be removed from that position by the Executive Vice President with a 2/3 vote of approval from the present and voting membership of the Senate.
 - A. The Executive Vice President must consult with the Special Investigator of the Student Court or Chief Justice and the Senate Leadership Council before making a final decision.
 - B. The Executive Vice President shall notify all Senate members of the pending action 48 hours before the meeting in which the vote will take place.
 - C. The report will follow the disciplinary procedure outlined in Chapter 9 of these Bylaws.
 - D. If a chair is found responsible they may attempt to be reappointed to the Student Senate through the standard appointment process if they so choose.

Section B. Speaker of the Senate

- I. If the Speaker of the Senate fails to uphold the responsibilities of their position as outlined in Article 3 Section D in the Student Senate Bylaws and Article 1 Section 4 of the SGA Constitution, they may be referred for impeachment or sanctioned by the Student Court.
 - A. If the Speaker is found responsible by the Court, the process for removal from special office shall be initiated as outlined in the Code of Conduct.
 - B. If the Speaker is removed, they will be remanded to an at-large senator position.

Section C. Senators

- I. If a Senator fails to uphold the responsibilities of their position as outlined in these Bylaws and Constitution, they will be subject to impeachment or sanctions from the Student Court.
 - A. The procedure for this is listed in Chapter 1, Article 11, Chapter 4 Article 5 or Chapter 8 of these bylaws.

Article IX Parliamentary Authority

Section A. Rules of Order

- I. Robert's Rules of Order Newly Revised shall govern the proceedings of the Student Senate except where in conflict with the Student Government Association Constitution or Special Rules of Order established in this article.

Section B. Special Rules of Order

- I. Friendly amendments may be accepted or denied, during the appropriations process, by the sponsoring Senator without a vote for approval by the body.
- II. Friendly amendments may be accepted or denied, during minutes approval, by a Senator without a vote for approval by the body.
- III. The Extended Campus Council Chair may give authority to another member of their council to vote, in proxy, on any Student Senate matters during the chair's absence.
- IV. Student Senate agendas are prepared by the Speaker of the Senate with assistance from the Executive Vice President and Senate Leadership Council.
- V. If Robert's Rules of Order are violated during a meeting, and the Parliamentarian is unable to solve the problem, the Chair of the meeting shall make the decision.
- VI. Before a new Special Rule of Order is implemented, it must first be added by a two-thirds vote of the Student Senate, to the Student Senate Bylaws.

Article X Extended Campus Representation

Section A. The main function of each SGA Extended Campus Council will be to represent the students who take classes at each respective campus on issues specific to the extended campus it represents as well as the entire Eastern Kentucky University community. This includes, but is not limited to, programming for the students at the extended campus, lobbying for campus-specific improvements, and working towards improvement for the entire university.

Section B. Extended Campus Purpose

I. The purpose of the Extended Campus Councils is to provide representation to the students that attend each of Eastern Kentucky University's regional campuses. These include those located at Corbin, Manchester, and Hazard.

II. The Extended Campus Councils will fall under the supervision of the Student Senate and the Executive Vice President.

Section C. Extended Campus Leadership Council

I. The Extended Campus Leadership Council will be made up of the following elected positions.

- A. The Branch Chair, who is responsible for arranging all meetings and ensuring that the Extended Campus Leadership Council is fulfilling all necessary duties.
- B. The Branch Vice Chair, who is responsible for ensuring the duties of the Chair are fulfilled in the event that the Chair cannot serve.
- C. The Campus Representative, who is responsible for acting as the representative to the Student Senate
- D. The Branch Secretary, who is responsible for keeping minutes of all meetings and sending reports to the Student Senate.
- E. The Branch Treasurer, who is responsible for maintaining all records of the branch finances.
- F. The Extended Campus Council shall also consist of one representative per 400 students enrolled in classes at the campus. In addition, a freshman representative shall be elected each fall for the incoming freshman class.

II. Qualifications

- A. All members of the Extended Campus Council must be enrolled in at least one class at the extended campus.
- B. All members must have at the time of election and maintain throughout their term, a cumulative GPA of 2.5 on a 4.0 scale.
- C. The grade requirement does not apply for freshmen in their first semester of college.
- D. Members will be allowed no more than two absences from council meetings unless they have been deemed excused by the Chairperson.

Section D. Extended Campus Activity

- I. The Campus Leadership Council is required to meet once a month to discuss their campus' affairs.
- II. There will be a monthly written report sent to the Student Senate at the Richmond campus describing the events of the monthly business meeting. The minutes of the monthly meeting should be included.
- III. Once a semester, there will be a meeting between the Branch Chair, Branch Student Representative, Student Body President and Executive Vice President.

Section E. Oversight

- I. The Executive Vice President of the Student Government Association will ensure that all positions are filled at each extended campus and will further be responsible for the actions of each council.
 - A. The Executive Vice President will remain in contact with the SGA Extended Campus Councils consistently throughout the year.
- II. Each SGA Extended Campus Council will have an Advisor.
 - A. The Advisor will be the Area Director or his/her designee.
 - B. The Advisor will be involved in all meetings and will advise the SGA Council in all matters.
- III. Upon the approval of meeting minutes by the Extended Campus Council, the Council Secretary shall forward the minutes to the Executive Vice President.
 - A. The Executive Vice President will present the minutes to the Student Senate for review.

Section F. Finance

- I. The Extended Campus Council, after receiving notice from the Student Body President of their allotted funds for the year, must prepare a Standing budget.
 - A. The budget must then be forwarded to the Student Body President where he/she will approve or deny their requests.
 - B. Upon approval, the Extended Campus Council may spend their money as budgeted, sending all bills to the SGA Treasurer in Richmond for payment.
 - C. Should the budget be denied, the council may revise and resubmit it for approval to the President.
 1. The Extended Campus Council may also choose to appeal the decision of the President to the Student Senate.

2. The Student Senate may overturn a decision by the President with a 2/3 vote of membership.

Section G. Elections & Special Elections for Extended Campuses

- I. All elections shall be held in accordance with Chapter 6 of these bylaws

Article XI

Impeachment & Sanctions

Section A. The Student Senate is given the authority by the Constitution to impeach and remove any active member of the Executive, Judicial, or Legislative branches.

Section B. Impeachment Procedure

- I. The Speaker of the Senate shall preside over impeachment hearings.
 - A. In the event that the Speaker is the subject of the impeachment, brings forth Articles of Impeachment, or is otherwise unavailable, the EVP shall preside over the impeachment hearing.
 - i. In the event that the EVP is unavailable, the EVP shall appoint a member of the SLC to serve as the chair of the impeachment hearing.
- II. All impeachment proceedings shall be split between two Senate meetings to allow both parties time to prepare their case.
- III. The SLC must document the results of the impeachment hearing and any imposed sanctions in a report that will be made public within five class days.

Section C. Impeachment Hearing

- I. First Senate Meeting
 - A. To initiate an impeachment hearing, any member of the Senate may bring forth Articles of Impeachment before the Senate via a standard motion.
 - i. These Articles shall be composed of infractions outlined in these bylaws, the SGA Constitution, and/or the ECU Student Code of Conduct.
 - ii. Accepting the motion to impeach automatically puts a hearing on the agenda for old business in a future meeting described in Subsection II. No further action will be taken after the initial motion has been made.
 - B. Immediately following this Senate meeting, the Speaker may contact the indicted SGA member and the member of the Senate who has brought forth the Articles (hereon called the counsel for the Senate) and allow them to submit evidence to support their case as they see fit.
 - i. The Speaker will set the deadline for evidence submission. Any evidence submitted after this deadline will not be considered by the Senate.

- II. Second Senate Meeting
 - A. At the next Senate meeting, the impeachment proceedings will be untabled.
 - i. The impeachment proceedings must be untabled within 10 class days of the initial presentation of the Articles of Impeachment.
 - ii. If impeachments are not untabled within the 10 class day period, the proceedings will then be dropped.
 - B. If impeachment proceedings are dropped, they may be raised again and the process will begin again from the first step.
- III. Once proceedings are untabled, The Senate will then go into closed session pursuant to KRS 61.810 as impeachment hearings may lead to the discipline or dismissal of a member of our organization.
 - A. This requires a motion from any member of the Senate. If a motion for executive session is not made, it will proceed as a public hearing.
 - B. As per KRS 61.810 (1) (f), if the indicted student requests that the meeting be public, that request must be granted.
 - i. If FERPA concerns are brought forward in relation to the proceedings
- IV. Both parties will then be allowed an opening statement starting with the counsel for the Senate and followed by the indicted.
 - A. Each party will receive one minute per Article of Impeachment to speak.
- V. Next, both parties may be allowed to submit evidence to the Senate starting with the counsel for the Senate and followed by the indicted.
 - A. Only evidence previously submitted to the Speaker will be considered.
 - B. Both parties will make a motion to admit each piece of evidence.
 - C. The Speaker will then approve or deny the admission of evidence.
 - D. Should either party or any Senate member disagree with the Speaker's decision, they may object. The evidence submission will then move to a simple majority vote by the Senate body.
- VI. The Senate will then move into a period of questions and open discussion. Questions may be directed to the indicted SGA member or the counsel for the Senate.
- VII. Once the discussion has concluded, both parties will be given the opportunity to provide a closing statement.
 - A. Each party will receive one minute per Article of Impeachment to speak.
- VIII. If a motion to impeach is made, each Article of Impeachment shall be voted on separately via anonymous electronic voting. A two-thirds majority is necessary to impeach an SGA member. The indicted SGA member must leave the meeting room for voting.
- IX. If an SGA member is found guilty by a two-thirds majority of any Articles of Impeachment, they are hereby impeached by the Student Senate.
 - A. If the indicted SGA member is not impeached or if the Senate does not wish to impose sanctions, the meeting is then opened to the public and the indicted SGA

member will be invited back into the meeting room to hear the decision read by the Speaker.

- B. If the indicted SGA member is impeached and the Senate wishes to impose sanctions, the meeting remains closed and the Senate moves directly into discussing potential sanctions. Once all sanctions have been presented and voted on and no further sanctions are being requested, the meeting is then opened to the public and the indicted SGA member will be invited back into the meeting room to hear the decision and sanctions read by the Speaker.

Section D. Sanctions

- I. Should a member of the association be impeached, the Senate may impose sanctions as they see fit. Possible motions that members of the Senate can make include:
 - A. A motion that the member must apologize
 - B. A motion that the member must make a public statement
 - C. A motion that the member must participate in community service
 - D. A motion to **censure** the member
 - E. A motion to suspend the member's rights for a designated period of time
 - F. A motion to remove the member from special office
 - G. A motion to expel the member from the organization
 - H. A motion to apply any other sanctions the Student Senate sees fit so long as the severity of the sanctions do not outweigh the severity of the charges brought
- II. Any sanction other than removal from special office and expulsion requires a majority vote to adopt; removal from special office and expulsion requires a two-thirds majority vote.
- III. Should the Senate vote to impose sanctions, the SLC may meet as needed to specify sanctions and set deadlines for completion.
- IV. Should the impeached association member not complete their sanctions by the deadline set by the SLC, the SLC shall convene to determine further sanctions and/or the next course of action. The SLC will then present their decision to the Senate for approval by a simple majority vote.
 - A. If the SLC calls for removal from special office or expulsion from the association, this requires a $\frac{2}{3}$ majority vote from the Senate.

Appendix A: Student Senate

RSO Ranking Committee Ranking Policy

The ranking committee comprised of 5 voting members will rank the RSOs who apply for funding in the following manner:

A numerical rating system that places an assigned value of 1-5 to each of the 4 criteria, except for Packet completeness, where a 0 can be given for an incomplete packet. Each criteria is

weighted equally and is not considered in any specific order. The 4 criteria are per the SGA Bylaws as followed:

- Packet Completeness
 - 0 - Packet Missing at least 5+ sections of information
 - 1 - Packet Missing at least 3-4 sections of information
 - 2 - Packet Missing 1-2 Sections of Information,
 - 3 - Packet Complete but lacking detail in 3+ areas
 - 4 - Packet Complete but lacking detail in 1-2 areas
 - 5 - Packet Complete and not lacking details anywhere in packet
- Last Received Funding
 - -1pt | funds awarded, but 0% of funds used/Items not picked up or did not stay in contact with purchasing
 - 1pt | received funding in the past year
 - 3pt | 2 years
 - 5pt | 3+ years
- Students Affected (directly effected, based on membership as listed on Engage at the time of Ranking)
 - 1pt | 1-5 members
 - 2pt | 6 -14 members
 - 3pt | 15-24 members
 - 4pt | 25-29 members
 - 5pt | 30+ members
- Average Event Attendance in the Previous Academic Year, As Listed on Engage (min of 3 events used)
 - 1pt | 0-10 members
 - 2pt | 11 -20 members
 - 3pt | 21-30 members
 - 4pt | 30-35 members
 - 5pt | 35+ members

A fifth criteria was used in the event of a tie: The age of the organization at ECU.

This was done based on a .1 increase depending on the number of organizations in the tie. The .1 calculation was determined to increase the organization enough but not affect the overall

ranking, except for the tied organizations. Higher preference should be given to younger organizations in tiebreaking situations.

All final rankings must be approved Unanimously and by a roll call vote. Each organization is judged on its own merits and on its packet, not based on name or type of organization. SGA does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information.

Appendix B: Student Senate

Information Technology Ranking Committee Policy

The ranking committee comprised of 5 voting members will rank the RSOs who apply for funding in the following manner: A numerical rating system that places an assigned value of 1-5 to each of the 4 criteria, except for Packet completeness, where a 0 can be given for an incomplete packet. Each criteria is weighted equally and is not considered in any specific order.

The Speaker of the Senate must also be in attendance to ensure the unbiased ranking occurs. In the event that the Speaker cannot attend for any foreseen reason, the EVP must attend.

The 4 criteria are per the SGA Bylaws as followed:

- Packet Completeness
 - Packet Completeness
 - 0 - Packet Missing at least 5+ sections of information
 - 1 - Packet Missing at least 3-4 sections of information
 - 2 - Packet Missing 1-2 Sections of Information,
 - 3 - Packet Complete but lacking detail in 3+ areas
 - 4 - Packet Complete but lacking detail in 1-2 areas
 - 5 - Packet Complete and not lacking details anywhere in packet
- Students Affected (directly effected, based on membership as listed on Engage at the time of Appropriations)
 - 1pt | 1-9 members
 - 2pt | 10 -19 members
 - 3pt | 20-34 members
 - 4pt | 35-49 members
 - 5pt | 50+ members

- Average Event Attendance in the Previous Academic Year, As Listed on Engage (min of 3 events used)
 - 1pt | 0-10 members
 - 2pt | 11 -20 members
 - 3pt | 21-30 members
 - 4pt | 30-35 members
 - 5pt | 35+ members
- Last Received Funding
 - -1pt | funds awarded, but 0% of funds used/Items not picked up or did not stay in contact with purchasing
 - 1pt | received funding in the past year
 - 3pt | 2 years
 - 5pt | 3 years/Never received Funding

A fifth criteria was used in the event of a tie: The age of the organization at ECU. This was done based on a .1 increase depending on the number of organizations in the tie. The .1 calculation was determined to increase the organization enough but not affect the overall ranking, except for the tied organizations. Higher preference should be given to younger organizations in tiebreaking situations.

All final rankings must be approved Unanimously and by a roll call vote. Each organization is judged on its own merits and on its packet, not based on name or type of organization. SGA does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, disability, national origin, veteran status, and/or genetic information.

Chapter 2: Executive Branch

Article I

The Executive Board

Section A: Authority & Composition

- I. The Executive Board shall be composed of the Student Body President, Executive Vice President, Vice President of Campus Activities, and the Administrative Vice President.
 - A. The Chief Justice of the Association shall serve as an ex-officio, non-voting member of the Executive Board.

Section B: Meeting Procedure

- I. All meetings of the Executive Board shall follow Robert's Rules of Order Newly Revised.
- II. Only members of the Executive Board have voting privileges in an Executive Cabinet meeting.
 - A. Should any vote of the Executive Board be tied and unable to be reconciled, the Chief Justice of the Association shall be given temporary voting rights to cast the deciding vote.

Article II

Executive Orders

Section A: Authority

- I. As prescribed in Article II, Section 3, subsection A(i), the Student Body President is granted the authority to issue Executive Orders to guide the operations of the Association.
- II. Executive Orders do not expire.
 - A. The President may include an expiration clause in the order which will go into effect at a prescribed date and time.
- III. Executive Orders may be repealed in the following ways:
 - A. Another Executive Order.
 - B. It is deemed by a majority of the Student Court to be in conflict with a governing document or piece of previously enacted legislation.
 - C. The Student Senate passes an overriding piece of legislation by a 2/3rd majority vote.

Article III

Office of the President

Section A. Composition

- I. The Office of the President shall consist of all Executive Cabinets created by a majority vote of the Executive Board as necessary to accomplish the goals, objectives, and special initiatives of the Student Government Association.
- II. All Executive Cabinets shall be dissolved following the conclusion of the academic year in which it was created.
- III. All Executive Cabinet meetings shall be governed by Robert's Rules of Order Newly Revised.

Section B. Cabinet Directors

- I. Each Executive Cabinet shall be under the direct leadership of a Director appointed by the Student Body President in consultation with the Administrative Vice President and approved by the Student Senate.
 - A. A student must be enrolled at the University with at least twelve (12) completed undergraduate hours or three (3) completed graduate hours, and must be able to

serve a full term to be eligible for appointment as a Director of an Executive Cabinet.

- II. Upon creation, the Executive Board shall submit the following requirements to the Student Senate in writing for review before the appointment of a Director:
 - A. Reasoning for the Cabinet's creation.
 - B. A purpose or directive of the Cabinet.
 - C. Ex-officio members of the Cabinet, if any.
- IV. The Administrative Vice President shall oversee all Directors in the operations of Executive Cabinets unless otherwise specified and approved by a majority vote of the Executive Board upon creation of the Cabinet.
 - A. An Executive Cabinet Director may appoint a Deputy-Director subject to the candidate meeting all the aforementioned eligibility requirements to be a Director and majority approval by the Student Senate.

Chapter 3: The Campus Activities Board

Preamble

The Campus Activities Board is the campus-wide programming body of the Student Government Association, dedicated to providing quality extra-curricular experiences to the student body of Eastern Kentucky University. This council of students will initiate, promote, and implement educational, social, cultural, and recreational programs to meet the needs of Eastern Kentucky University's student body. The following bylaws have been established to provide the Campus Activities Board (hereafter referred to as CAB) with a structure and basis for ensuring the quality of these programs.

Article I Membership

Section A: Maximum Membership

- I. Membership of CAB shall consist of a maximum of 50 general CAB members including the members of the Leadership Team as outlined in Article II.

Section B: Membership Eligibility

- I. All members of CAB must be a part-time or full-time student enrolled for classes at Eastern Kentucky University.
- II. No elected or appointed members of CAB may serve in any other capacity in the Student Government Association.

Section C: Method of selection

- I. Before the first scheduled meeting of the semester, members of CAB shall be appointed by the Campus Activities VP, subject to qualifications approval by the CAB Advisor(s).
- II. After the first scheduled meeting of the semester, members of CAB shall be appointed by the Campus Activities VP and approved by the Leadership Team and the CAB Advisor(s).
- III. A 2/3 majority vote of approval by the Leadership Team shall constitute appointment, if qualifications are met as detailed in the Preamble Section IV. D of the Constitution
- IV. The Campus Activities VP may nominate additional members until the end of the academic year, to then be voted on by the Leadership Team.

Section D: Requirements and Privileges

- I. All CAB members are expected to attend all meetings.
 - A. All members are allowed three (3) unexcused absences from meetings per semester.
 1. It is at the discretion of the Operations Coordinator or Campus Activities VP as to what constitutes an excused or unexcused absence.
 - B. Any members that have exceeded three unexcused absences per semester shall be relieved from their duties as a CAB member by the Leadership team, with approval from the advisor.
 - C. If a CAB member is unable to attend the regularly scheduled meeting time, they can apply for meeting leave, subject to vote by the Leadership Team.
- II. Each member of CAB shall serve on a Standing Committees.
 - A. Members are expected to attend all meetings of their committee, unless excused by the Operations Coordinator.
 1. The Operations Coordinator must communicate all excused absences to the Campus Activities VP.
 - B. Each member of CAB is required to assist with the execution of every Major Event and at least 1 Minor Event per semester.
 1. What Constitutes a Major event is listed in Article III I.A.1 of this Chapter.

2. What constitutes a Minor event is listed in Article III II.A.1 of this Chapter
3. If a member does not assist with the execution of a major event and does not have an excused absence from the Operations Coordinator, their membership shall be considered by the Leadership Team.

III. Any member of CAB may suggest a revision to the Student Government Association Constitution or the CAB Bylaws by sponsoring amendments in the form of Acts on the floor of a CAB meeting.

IV. All members of CAB have a right to vote and debate in CAB meetings unless otherwise noted in this document.

Article II Leadership Team

Section A: Composition of the Leadership Team

The Leadership Team of CAB shall be comprised of the following positions:

I. The Student Government Association Campus Activities Vice President (hereafter referred to as the Vice President).

a. The Vice President is the chair of CAB, and holds executive authority for the operations of CAB.

II. The Operations Coordinator.

- a. The Operations Coordinator shall be appointed as stated in Article IV Section 4.A of the Constitution.
- b. The Operations Coordinator shall perform all duties as listed in Article IV Section 3.C of the Constitution.
- c. The Operations Coordinator shall complete Supply Lists/Orders with individual links and prices of individual items.
 - i. These lists and orders must be approved by the Campus Activities VP prior to ordering.

III. The Programming Coordinator.

- a. The Programming Coordinator shall be appointed as stated in Article IV Section 4.A of the Constitution.
- b. The Programming Coordinator shall perform all duties as listed in Article IV Section 3.B of the Constitution.
- c. The Programming Coordinator shall receive supply requests from their respective chairs and forward them to the Operations Coordinator.

IV. Standing Committee Chairs

- a. The standing Committee Chairs shall follow all guidelines as listed in Article IV Section 3 of the Constitution and all guidelines as listed in their respective committee in Chapter 3 Article 3 of the Bylaws for their respective Chair positions
- b. The Chairs shall report to their respective Coordinators during Leadership Team Meetings, or as needed.

Section B Meetings

- I. The Leadership team shall meet at least twice a month, excluding those months where prohibited by university scheduling.
 - A. Leadership meetings are closed and therefore the only persons in attendance shall be the Leadership Team of CAB, CAB advisor(s), and the Student Government Association President, and Executive VP, and Administrative VP.

Section C Disciplinary Procedures

- I. The Leadership team shall decide whether or not a member shall maintain their status as a General Member of the Campus Activities Board
- II. In the event that a Chair is not performing their duties, the Campus Activities VP and Corresponding Coordinator shall decide, with the approval of the Advisor, to remove them from that position.
- III. In the event that a Coordinator fails to uphold their responsibilities, the Campus Activities VP shall decide, with the approval of the Advisor, to remove them from that position.

Article III Committees

Section A Standing Committees

- I. Major Events Committee
 - A. The Major Events Committee will plan out all major events throughout the academic year.
 1. A major event is defined as an event that is expected to have an attendance of more than 600 people.
- II. Minor Events Committee
 - A. The Minor Events Committee will plan out all minor events throughout the academic year.
 1. A minor event is defined as an event that is expected to have an attendance of less than 600 people.
 2. All members of the minor events committee must attend all Minor Events unless excused by the Operations Coordinator.
- III. Public Relations (PR) Committee
 - A. The Public Relations Committee shall be responsible for developing promotional materials for all CAB events.
 1. This includes but is not limited to:
 - a) Social Media Posts
 - b) CAB Event Apparel
 - c) Promotional Products as needed by the orders of the Operations Coordinator or Campus Activities VP
- IV. Inventory Committee
 - A. The Inventory Committee shall be responsible for assisting the Inventory Chair in their duties as listed in Article 4 Section 3.G in the Constitution.

Section B Ad-Hoc Committees

- I. The Leadership team may establish Ad-Hoc Committees as needed for the performance of its duties.
 - A. These committees shall be established upon a simple majority vote of the Leadership team
- II. The Chair of Ad-Hoc Committees shall be appointed by the Campus Activities VP and Operations Coordinator, and be subject to a 2/3 approval by CAB membership.

Chapter 4: Judicial Branch

Preamble

We, the students of Eastern Kentucky University, in order to provide due process, in order

to interpret the Constitution of the Student Government Association, in order to facilitate the resolution of disputes between the various branches of Student Government, and in order to represent the student body of Eastern Kentucky University in matters of judicial affairs, do hereby establish the Eastern Kentucky University Student Court. Furthermore, we hereby establish the following bylaws to provide a framework for an efficient and able judicial body.

Article I

Membership of the Student Court

Section A. The Judicial Body of the Student Government Association shall be the Student Court.

Section B. Student Court Limitations of Members

I. No elected or appointed member from any other branch of Student Government Association shall serve in any capacity on the Student Court, except as follows:

- a. The Associate Chief Justice shall serve as Interim Chief Justice while the Chief Justice position is vacant.
- b. An experienced Associate Justice shall serve as interim Chief Justice in the event that the Associate Chief Justice position is vacant or the Associate Chief is unable to fulfill the role.
- c. A member of a different branch of SGA must resign the current position in order to accept a position on the Student Court.

Section C. Court Appointments, Confirmations, and Exits

I. The Student Court shall consist of nine Justices. This membership consists of the Chief Justice, the Associate Chief Justice, and seven Associate Justices.

II. The Chief Justice position shall be filled according to Article III of the Student Government Association Constitution.

a. The SGA Student Body President shall appoint the Chief Justice, with the approval of the Executive Board.

i. Members of the SGA Executive Board shall be appointed by the Student Government Association. Please see SGA Constitution Article II, page 9 for composition of Executive Board

ii. The Student Body President (or Executive Board) shall be responsible for:

aa. Advertising the position vacancy,

bb. Distributing and collecting applications,

cc. Interviewing possible candidates, and

dd. Recommending to the Student Senate no more than three nominees in unranked order.

b. It is advised that the Executive Board consider the current members of the Student Court for the position of Chief Justice before turning to other members of the Student Body to fill the position.

III. The Associate Chief Justice shall be chosen from among those Associate Justices who have been active and served at least one full semester on the Student Court if possible.

a. Upon nomination from the Chief Justice, the Associate Chief Justice can assume office after a supermajority approval from the voting members of the Student Court.

IV. The Associate Justice positions shall be recommended by the Student Government Association Chief Justice, nominated by the Student Government Association Executive Board, and confirmed by a super majority vote of the Student Government Association Student Senate.

V. The Chief Justice shall recommend nominees to the position of Associate Justice in accordance with the Student Government Association Constitution and these Bylaws.

a. The first step in soliciting a spot on the Student Court is to complete an application for the position of Associate Justice.

b. Upon review of the application, the Chief Justice and the Associate Chief Justice, if available, of the Student Court will interview qualified applicants.

i. If the Associate Chief Justice is unavailable, then an experienced Associate Justice will interview the applicant with the Chief Justice.

ii. Applications for the position of Associate Justice will generally consist of an application form for prospective students to fill out detailing their experience, interest, goals, and other criteria the Chief Justice may deem necessary or

optional. This will be followed by an interview process within the guidelines of these bylaws.

c. Upon a favorable interview, a recommendation of approval will be made to the Student Body President of the Student Government Association.

i. The Student Body President can choose to accept or decline the recommendation

ii. Upon acceptance by the Student Body President, the nomination will be forwarded to the Speaker of the Senate of the Student Government Association.

iii. The Speaker of the Senate will present the nomination to the Student Senate for approval by a super majority vote.

iv. Should the Student Body President deny a recommendation of appointment of an Associate Justice, the Chief Justice may appeal the decision to the Student Senate.

v. The Senate may override the decision of the Student Body President by means of a vote of two-thirds of the membership.

VI. All members of the Student Court shall serve until relinquishing the office or a Disciplinary Action as set forth in Chapter 8 of these Bylaws.

a. Members of Student Court who complete their undergraduate studies and choose to work on a graduate program at Eastern Kentucky University have the right to remain a member of the Student Court.

Section D. Attendance Policy

I. The Court shall meet at least twice per month (with the exception for one meeting in the months of December and May), from September to May, and as needed in additional or special sessions called by the Chief Justice.

a. All members are allowed three unexcused absences. Absences considered unexcused or excused is up to the discretion of the Chief Justice

b. The attendance policy includes attendance for any Student Court meeting

c. The majority of the voting members of the Student Court has the right to add or remove meetings during the month as needed

Article II

Officers and Responsibilities

Section A. Officers

I. The Chief Justice and Associate Chief Justice shall be considered officers of the Student Court.

Section B. Student Court Chief Justice Responsibilities

I. The Chief Justice shall preside over the Student Court.

II. The Chief Justice shall attend all meetings of the Student Court, unless arrangements were made with the Associate Chief Justice to preside over the meeting or attend the meeting as a proxy for the Chief Justice.

III. The Chief Justice shall fill the Associate Chief Justice position in accordance with Article III of the SGA Constitution.

IV. The Chief Justice shall select a designated Associate Justice to take minutes in the event that the Associate Chief Justice is unable to be present at a court meeting.

V. The Chief Justice shall be responsible for setting the dates, times, and locations for meetings of the Student Court and the University Parking Appeals Committee.

VI. The Chief Justice shall preside over all official Court hearings. All evidentiary decisions will fall upon the Chief Justice, or the Associate Chief Justice in the event that the Chief Justice is unable to attend an official court hearing.

a. The Chief Justice may ask questions of either party as any justice would for deliberation and may choose to be a voting member or may choose to abstain from voting unless in the event of a tie.

VII. The Chief Justice shall be responsible for ensuring that all members of the Student Court uphold and abide by the following:

a. Student Government Association Constitution,

- b. The Student Court Bylaws,
 - c. The Student Court Policies & Procedures,
 - d. University Parking Appeals Committee Operating Procedures,
 - e. University Student Handbook, Student Code of Conduct,
 - f. All other documents pertaining to the authorities, responsibilities, and functions of the Student Court, including but not limited to:
meeting and maintaining the minimum requirements for
membership.
- VIII. The Chief Justice shall maintain a copy of all documents of cases brought before the Student Court.
- IX. The Chief Justice shall be responsible for preparing and providing the agenda and issuing notices on behalf of the Student Court.
- X. The Chief Justice shall be responsible for scheduling Constitutional hearings.
- XI. The Chief Justice shall maintain at least five (5) office hours per week.
- XII. The Chief Justice, or a designated Court Justice, shall administer the oath of office to all SGA members upon their election or appointment.

Section B. Student Court Associate Chief Justice Responsibilities

- I. The Associate Chief Justice shall attend all meetings of the Student Court, with exceptions made for extenuating circumstances or prior arrangements made with the Chief Justice.
- II. The Associate Chief Justice shall serve as the Vice Chair of the Student Court and shall assist in the duties of the Chief Justice at his or her request or the request of the Student Court.
- III. The Associate Chief Justice shall chair the meetings of the Student Court in the absence of the Chief Justice.
- IV. The Associate Chief Justice shall take minutes for meetings of the Student Court.

Section C. Records

- I. Student Court shall keep a record of all Court opinions in both physical and digital form in a way that can easily be accessible to future members of the Student Court. It must be noted for all future records and cases if a case has been overturned by the Advisory Board.
- II. Student Court shall, upon request, give access to previous Student Court opinions to members of the Association
 - a. Requests can be submitted by any member of the Association
 - b. Requests must be submitted in writing to the Chief Justice.

Section D. Consultation

- I. Members of the Association may at any time consult the Chief Justice or the Associate Chief Justice for clarification regarding the Constitution and Bylaws.
 - a. These consultations will not be considered binding precedent.
 - b. These consultations can be done in writing or in person.

Article III

Student Court Functions & Authorities

Section A. Functions and Authorities

- I. The Student Court shall have original and appellate jurisdiction over all cases involving alleged infractions of:
 - a. The SGA Constitution,
 - b. The SGA bylaws,
 - c. Any other governing SGA authority
- II. The Student Court shall have judicial review of the constitutionality of the SGA bylaws or official actions taken by any elected or appointed member of the Student Government Association.
 - a. If any new evidence or testimony emerges following an opinion being issued, any party may motion to the Student Court for a new hearing and request

reconsideration.

III. In rulings on disciplinary action cases, membership and elections violations, decisions of the Student Court may be appealed to the Student Government Advisory Board.

IV. The Student Court shall uphold and follow its duties as set forth in the Operating Procedures of University Parking Appeals Committee.

V. The Chief Justice may request that a justice recuse themselves in the event a conflict of interest is established in the preliminary motions of a hearing. If the justice refuses to recuse themselves, the Chief Justice may have the Court vote by two-thirds to recuse the justice.

VI. A Student Court Justice may, with cause, remove themselves from a case.

VII. All members of the Student Court shall uphold and abide by:

- a. the Student Government Association Constitution,
- b. the Student Court Bylaws,
- c. the Student Court Policies & Procedures,
- d. University Parking Appeals Committee

VIII. When it is found to be necessary by the Student Court, they may issue an injunction to prevent the execution of an action that is under judicial review.

Section C. University Parking Appeals Committee

I. The student representatives of the University Parking Appeals Committee shall be members of the Student Court chosen by the Chief Justice.

Article IV

Meetings

Section A. Public Session

- I. From this point forward, “meetings” will refer to gatherings of Student Court Justices where no formal proceeding is taking place (i.e. the mandatory court meetings twice a month); and “hearing” will refer to gatherings of the Student Court when a formal proceeding is taking place because an action has been taken against another party.
- II. All meetings of the Student Court, unless stated otherwise in these bylaws, will be considered to be in Public Session, and therefore open to all members of the Student Government Association as outlined in the Student Government Association Constitution Article III.
- III. Non-members of the Student Court in attendance will not be allowed to participate in discussion unless they were invited to do so by the Chief Justice.
 - a. Non-members of the Student Court do not have a vote in matters brought before the Student Court.

Section B. Executive Session

- I. Meetings of the Student Court in which disciplinary action against any member of the Student Government Association or infractions of elections regulations are being discussed as well as academic matters (i.e. Student records) will be considered to be in Executive Session.
 - a. A motion to go into Executive Session must be made and adopted by a majority vote of the Student Court members present.
 - b. All persons present during an Executive Session are specifically prohibited from divulging anything that occurred unless required by law or university policy.
 - c. Non-members of the Student Court may not attend without an invitation from the Chief Justice.
 - d. The Student Court Advisor must be in attendance at all meetings in Executive Session.
 - e. Executive Session meetings shall not be broadcasted through any form of media, including but not limited to, television or internet.

Section C. Special Meetings

- I. The Chief Justice may call a special meeting of the Student Court with
 - a notice of at least forty-eight hours.

a. All special meetings of the Student Court will be considered to be in Executive Session.

II. Student Court attendance policy requirements may be waived at the Chief Justice's discretion for special meetings called by the Chief Justice.

Section D. Quorum

I. Fifty percent plus one of the total voting members of the Student Court shall constitute a quorum.

Article V

Policies & Procedures

Addendum: Due to the nature of trial advocacy that is seen in Kentucky Circuit Court criminal trials being based heavily on the experience of one party, several distinct changes have been made to be accommodating to all party types (i.e. those who have less legal and courtroom experience). The Student Court aims to be a fair and just branch of the organization and it is inherently unfair that a case is presented in a manner that favors the side "with a better lawyer." As such, as of Fall 2024, the Student Court of Eastern Kentucky University will now move away from a solely advocacy style trial hearing and will now prioritize Oral Hearing styles of trial, as seen in the Kentucky Court of Appeals and Supreme Court.

Section A. Policies & Procedures

I. The Student Court hearings shall be governed by The Policies & Procedures Guide and the SGA Bylaws.

II. Robert's Rules of Order Newly Revised shall be considered suspended during Court hearings.

III. To begin a disciplinary action, a member of the association or student body must submit a Writ (or a complaint) to the Court regarding the conduct of another member of the Student Government Association. Any member of the Student Government Association or Student Body may file a written complaint against any member of the Executive, Legislative, and Judicial Branch of the Student Government Association with the Chief Justice or Senate Leadership Council.

- a. A writ, or complaint, must detail who has allegedly committed a violation; which provision(s) of the SGA Constitution, Bylaws, and/or any other SGA governing documents or authority that has allegedly been violated; and a list of potential witnesses and evidence to the alleged violation. The accused party may submit a "counter-complaint" if it involves the same situation and they believe that the opposing party has also violated the bylaws.

IV. If the complaint is accepted, the Chief Justice and/or Special Investigator of the Student Court (SISC) will initiate the investigation within 3 class days of receiving the complaint or being appointed in the situation of the SISC. The Chief Justice and/or The SISC will have 5 class days to complete the investigation.

V. The Chief Justice and/or SISC shall prepare a report detailing the original allegations, the involved parties, witnesses interviewed, photos of the evidence reviewed, what Bylaws were examined, any precedent reviewed, and a determination as to whether or not a violation occurred.

- a. If the SISC finds that there was no violation, the original complainant may file the case with the Chief Justice for review of the Student Court.
- b. If the Chief Justice or SISC finds that there was a violation, they will bring an appropriate charge against the alleged violator(s) in Student Court, represent the Student Government Association in the hearing, and seek a just sanction.
- c. If the Chief Justice or SISC finds that there was a violation by a member of the court, he or she will bring an appropriate charge against the alleged violator(s) with the Senate Leadership Council, represent the Student Government Association in the hearing, and seek a just sanction.

VI. If a complaint is filed, merit was found, and the offending party has been informed of the complaint against them, they will have the option to go forward with a court hearing, or to decline going forward with a court hearing.

- a. If a party declines going forward with a formal hearing they immediately accept fault in the case and immediately accept any and all punishments imposed by the court.
- b. Additionally, If a party declines going forward with a formal court hearing, they forfeit all opportunities to have this case be heard by the court in the future.
- c. Parties who have declined to have their case heard by the court forfeit the right to appeal the case to the Student Court in all instances (see instances in which appeal would normally occur in Chapter 9, Article I, Section D, subsection II.)

Section B. Court Procedure

I. Should a party choose to go forward with a court hearing, the Student Court shall oversee all cases as the Student Court of the Student Government Association.

II. General Provisions

- a. The trial must take place no later than five (5) class days of the decision to hear the case unless exigent circumstances prevent this from occurring. Should this occur, The court may have a hearing within ten (10) class days. If the Court cannot hold a hearing within this allotted time frame, then the case must be dismissed without prejudice.
- b. The Plaintiff and Defense will have until two (2) class days prior to the hearing to submit their evidence to the Chief Justice, and they will have thirty-six (36) hours prior to the hearing to submit their witness lists to the Chief Justice.
- c. The Chief Justice will be responsible for compiling case folders composed of the Hearing Request, a list of all witnesses, and a copy of each document submitted into evidence.
- d. The Chief Justice shall have until twenty-four (24) hours prior to the hearing to distribute the case folders to each justice and party.
- e. The Chief Justice must conduct a search of any SGA case law from previous rulings on file from the court that may apply in any given hearing.
- f. The Chief Justice should interview all potential witnesses if available and ensure that their testimony is sound and that their affidavits are truthful and honest to what was said in the interview.

III. Pre-Trial

- a. If any justice or either party deems it necessary, a pre-trial hearing may be held immediately prior to the trial.
- b. At the pre-trial hearing, any justice, plaintiff, and/or defense may move to add or exclude any witness or evidence, with cause.
- c. The appropriate party will be given a chance to defend its motion, and the opposing party may argue against the motion.
 - i. The justices will then have an opportunity to ask questions of either party.
 - ii. The justices will then take a public vote on the motion. A simple majority vote (5-9) will decide to grant or deny the motion.
- d. Due to the nature and required experience of the advocacy style of trial, it will be at the Chief Justice's discretion whether witnesses will be allowed to testify live, or whether outside testimony will be considered in the form of sworn affidavits subject to review by the Chief Justice.
 - i. If they are being offered in place of live witness testimony, Affidavits must be submitted to the Chief Justice for review of

- discrepancies at least three (3) class days prior to trial for it to be considered by the voting justices.
 - ii. Witnesses allowed to testify live in the court will also be subject to cross-examination by the opposing party as described in these bylaws
- e.

IV. Hearing (Trial)

- a. The Hearing will begin when the Chief Justice calls the court to order. The Chief Justice will introduce themselves followed by the Associate Chief Justice and the remaining Associate Justices. The Chief Justice will announce the parties in the case, allow them to make introductions before the court, announce the charges filed in the complaint or the reason the complaint was made.
 - i. The Chief Justice will inform the court how procedure will occur, the rules of the court and courtroom etiquette/formalities before the hearing begins.
- b. Oral Arguments will occur once the Chief Justice has concluded introductions. Each party will have 30 minutes total to conduct oral arguments. During this time, the parties may submit and read onto the record witness affidavits or request the presence of a witness in trial at the discretion of the court or may give their own statement and arguments to the court. This opportunity allows either party to give a full explanation as to their side of the case as well as why the Court should rule in favor of them. During Oral arguments, Justices may ask questions of either party and instruct parties to answer questions.
 - i. The questioning of either party will not count against their allotted time.
 - ii. Witnesses may be called in front of this court, but Because the Student Court's goal is to review cases of misconduct, Justices may only review previously written statements from alleged witnesses of misconduct or listen to their in-court testimony. The party who calls the witness to the stand will then be required to question the witness to elicit testimony in accordance with evidentiary rulings made by the Chief Justice, this will be considered direct examination.
 - iii. The opposing party who did not call the witness be allowed to cross examine the witness to call into question their testimony or to have them elicit more facts. If a witness has testified on direct examination, they will be required to answer questions on cross-examination.
 - iv. Failure of a witness to testify when required to can result in sanctions for the witness.
 - v. Either party may read onto the record parts or the entirety of a witness affidavit within their allotted time.
 - vi. Questioning of witnesses either by direct examination or cross examination will count against the allotted time of the party performing the examination.

- vii. A party may conclude their oral arguments and, if time allows, may reserve their time for later use after the opposing party has spoken.
- viii. If a party exceeds their allotted time, The Chief Justice may cut them off and no longer allow them to make further arguments or, with cause, offer either side more time to finish their argument.
- ix. The Associate Chief Justice shall keep track of the time left of each party and must provide how much remaining time each party has left when asked. If the Associate Chief Justice is not present at the hearing, this duty falls to the Chief Justice.
- x. Parties may not interrupt each other during the opposing parties' oral argument.
- xi. Failure to comply with court etiquette during oral arguments may result in penalties in the form of subtraction of time allotted not to exceed 10 minutes.
- c. Either party may raise questions on the legitimacy of witness affidavits or the contents of witness affidavits or witness testimony
 - i. Parties must describe their issues with the legitimacy of the witness or the contents of the witness affidavits.
 - ii. Parties must raise issues with the legitimacy of live witness testimony in the form of cross-examination of that witness.
- d. Evidentiary rulings are at the discretion of the Chief Justice.
- e. Once Oral arguments conclude, the Student Court will deliberate to discuss an opinion of the court. The decision must be a majority decision (with a full court, 5-9) and the court will hand down the decision immediately after deliberation.
 - i. If the court decides that previous Student Court case law is applicable within the current case being heard because the cases are factually the same, they must render the same sentence as the previous cases.
 - ii. The Court's decisions regarding cases heard by the court, are binding on future cases heard by the court.
 - iii. If the court disagrees with a previous ruling on a case that is factually the same as a case being heard before them, they have the opportunity to make a motion to disregard previous case law and this motion must have a unanimous vote in agreement from all present justices. If a previous ruling is then disregarded the Court may then hand down a ruling they feel fits the case that stands in front of them. This is because of the Advisory Board may overturn cases of the Student Court. If the Student Court disregards previous case law, the Chief Justice will then be responsible for requesting an overturn by the Advisory Board on previous case law.
 - iv. It must be noted for all future records if a case has been overturned by the Advisory Board for all future cases within the Student Court

Article VI

Parliamentary Procedure

Section A. Rules of Order

The rules contained in the current edition of the Robert's Rules of Order Newly Revised shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any other governing documents of the Student Government Association, including but not limited to, opinions of the Student Court.

Chapter 5: Office of the Special Investigator of the Student Court

Article I

Authority and Duties of the Special Investigator of the Student Court

Section A. The Special Investigator of the Student Court (Hereinafter occasionally referred to as the SISC) shall be appointed by the Chief Justice when it is deemed necessary to do so. The SISC can be selected from any member of the association, but may not be a Court Justice. They shall serve as the official in charge of ensuring the compliance of the Association and its members within the scope of its own Constitution and Bylaws.

Section B. The Special Investigator of the Student Court shall temporarily serve as the primary investigator in all matters of violations of the Association's Constitution and Bylaws.

Section C. If appointed by the Chief Justice, The Special Investigator of the Student Court shall serve as the "primary prosecutor" who shall represent the Association in all matters of violations of the Association's Constitution and Bylaws.

- a. In the event that a Special Investigator of the Student Court is not appointed by the Chief Justice and deemed unnecessary, the role of "primary prosecutor" shall be imputed onto the party that made the complaint, or the party that made the complaint shall create a case brief as to why the complaint was made.

Section D. In the event that the Special Investigator of the Student Court feels they would have a conflict of interest regarding a duty listed in this Article, they may resign and the Chief Justice shall appoint a new SISC.

Article II

Responsibilities of the Special Investigator of the Student Court

Section A. The Special Investigator of the Student Court, if appointed by the Chief Justice, during the course of any case or the Association's Elections shall work alongside the Chief Justice or Elections Committee Chair in accordance with the Association's Constitution. If an SISC is not appointed, all investigations and complaint handling will be imputed onto the Elections Committee Chair.

Section B. The Special Investigator of the Student Court shall investigate all grievances against the Association and its members in a timely manner.

I. The SISC shall have up to five class days from the time they are appointed to make a decision if it has merit.

II. If no merit is found, the SISC shall contact the complainant with their official ruling and reasoning.

III. If merit is found, then the SISC shall forward all evidence and their complete report to the Chief Justice.

Section C. If appointed by the Chief Justice, the Special Investigator of the Student Court shall assist the Elections Committee with ensuring a fair and just election.

Section D. The Special Investigator of the Student Court, upon appointment, shall review the conduct of the person(s) who a complaint was made against, or, at the request of the Chief Justice or the Executive Board, can review operations of all branches for compliance with the Bylaws and Constitution

Article III

Conduct, Discipline, and Dismissal

Section A. The Special Investigator of the Student Court, shall conduct themselves in accordance with Chapter 8 of these Bylaws.

Section B. The Special Investigator of the Student Court shall only be removed in accordance with the procedure set forth in the Bylaws.

I. At the discretion of the Chief Justice or when a duty, task or request is fulfilled for the Student Court or if they are found to have violated the

Constitution, Bylaws, SGA Code of Conduct, or have failed to complete their duties as requested by the Chief Justice

- a. If the SISC is found to have violated the Constitution, Bylaws, University Code of Conduct, the complainant may file the case with the Senate Leadership Council Chair for the Senate Leadership Council to review

Section C. The Special Investigator of the Student Court shall serve at the pleasure of the Student Court .

Chapter 6: Student Government Association Advisory Board

Article I

Advisory Board Authority

Section A. Duties

- I. The Advisory Board shall serve the Association in an advisory capacity.

Section B. Bylaw Amendments

- I. When an amendment to these bylaws has passed all branches, consistent with Chapter 9 of these bylaws, the Advisory Board shall have the authority to consider said amendments. The Advisory Board may vote to approve or fail amendments to the SGA bylaws, at its discretion.

Section C. Student Court Decisions

- I. The Advisory Board shall have the authority to consider appeals of Student Court decisions, consistent with Chapter 9 of these Bylaws.

Article II

Meeting Procedure

Section A. Procedure

- I. The Advisory Board shall follow Robert's Rules of Order Newly Revised in all meetings, except hearings of appeals of Student Court decisions. Such meetings will be conducted according to Chapter 8 of the SGA bylaws.

Section B. Voting

- I. Any decision of the Advisory Board shall take effect on a simple majority vote.

Article III

Vote of No Confidence

- a. Any voting member of an Association branch may propose a vote of no confidence of their respective branch's advisor, the Association's Financial Advisor, or Executive Advisor for any of the following alleged offenses: Branch Advisors may be removed for cause by a super majority vote of their respective body for any of the following offenses:
 - A. Violation of university policy, Association governing documents, federal law, or state law
 - B. Dereliction of duty
 - C. Concealment of records
 - D. Hazing
 - E. Abusive Conduct
 - F. Association Partisanship
- b. A vote of no confidence regarding a Branch Advisor must be approved by a supermajority of their branch's voting membership.
- c. A vote of no confidence regarding either the Association Financial Advisor or an Executive Advisor must be approved by a supermajority of each Association branch's voting membership.

Section B. Notification

- I. Following the passage of a no confidence vote regarding a Branch Advisor, the leadership of said branch will forward a formal notification of the result to the Student Body President, Executive Advisor(s), and Vice President of Student Affairs.
- II. Following the passage of a no confidence vote regarding the Association's Financial Advisor, the Student Body President will forward a formal notification of the result to the Executive Advisor(s), Vice President of Student Affairs, and the Senior Vice President of Finance and Administration.
- III. Following the passage of a no confidence vote regarding an Executive Advisor, the Student Body President will forward a formal notification of the result to all voting members of the Advisory Board, Vice President for Student Success, and the President of Eastern Kentucky University.

Chapter 7: Elections

Article I

Elections – General

Section A. Purpose

- I. The Election Bylaws set forth in this document cover all aspects of the election process of the Eastern Kentucky University Student Government Association.
- II. Included are all phases of the election for Executive Slate, members to the Senate, Campus Activities Board (CAB), and Extended Campus Council.
- III. Please reference Chapter 12 Section E for the definition of all elections terms.

Section B. Eligible Voters

- I. All students enrolled for credit at Eastern Kentucky University at the time of the election are eligible to vote in Student Government Association (SGA) elections.

Section C. Candidates

- I. In order for a person to qualify as a candidate they must meet the following criteria:
 - a. All candidates must meet the minimum qualifications of position sought, as outlined in the SGA Constitution and Bylaws.
 - b. All candidates must sign an agreement for a member of the Advisory Board or the Advisory Board's designee to check eligibility requirements within the application.
 - c. All candidates are required to attend an informational session held by the Elections Committee in order to be duly informed of rules and regulations.
 - cc. Qualifying paperwork will be given out during these meetings.
 - ccc. Candidates may only be allowed to attend a makeup meeting if the Elections Committee Chair is notified in writing prior to the scheduled elections meeting.
 - d. All candidates seeking nomination must completely fill out and submit qualifying paperwork by 5:00 PM EST Friday of the week informational meetings are held.

dd. Make-up meetings do not extend the deadline for qualifying paperwork.

Article II

Elections Committee and Responsibilities of Election Officials

Section A. Elections Committee

- I. The Elections Committee will consist of at least one (1) member from Student Senate, CAB, and Student Court, along with a Clerk, and a Chairperson.
 - a. Eligibility Requirements: Members of Elections Committee must have at least one year of experience in an elected or appointed position within the Association and meet all other requirements for members of the Student Government Association as outlined in the SGA Constitution and Bylaws.
 - b. If for any reason there is no eligible candidate, the appointment to Elections Committee is left to the discretion of the branch Vice President or the Chief Justice.
 - c. Members of the Elections Committee are ineligible to appear on the spring ballot.
 - d. The representative from the Student Court shall recuse themselves from any Student Court Hearing pertaining to their personal misconduct as it relates to elections.
 - e. Committee members must remain neutral for the duration of elections and may not act as an agent for any campaign.
- II. The Elections Committee will engage in publicity efforts to encourage voter participation in the SGA Elections.
- III. The Elections Committee will inform members of the Association on proper decorum of elections.
 - a. The Elections Committee will provide the necessary paperwork and contact information for reporting election bylaw violations.
- IV. The Elections Committee will ensure the timeliness of the posting of the online voting portal on the day of elections and make all campaigns aware of any delays of the availability of the voting portal.

V. The members of the Elections Committee may vote but may not endorse any candidate publicly or privately.

VI. The Elections Committee Chair (ECC) must be present at all meetings of the Elections Committee. Three members in addition to the chair must be present to constitute a quorum.

Section B. SGA Election Officials

I. Elections Committee Chair

a. The Elections Committee Chair will be appointed by the Student Court Chief Justice prior to the 10th week of classes of the fall semester.

i. The appointed member must have been a member of Student Court for at least an academic year.

ii. The Chief Justice cannot appoint himself or herself.

iii. In the case that there is no Student Court member with a year of experience, the Chief Justice shall appoint a member of SGA that they trust with interpretation of the SGA Constitution and Bylaws.

b. The Elections Committee Chair shall be responsible for the following:

i. Responding to complaints made by campaign teams, campaign agents, members of the Association, or members of the student body when they arise and determining if there has been a violation of the elections bylaws, after duly notifying the Elections Committee in accordance with Article V, Section A, Subsection 1.aa.

ii. Scheduling workers for the official SGA Polling Site.

aa. These poll workers will have the same duties and responsibilities as the official members of the Elections Committee on Elections day

bb. All poll workers will report to the Elections Committee Chair or a designated member of the Elections Committee.

- cc. The Elections Committee Chair may schedule non Elections Committee members to work the polls.
- iii. Releasing the official roster of candidates in conjunction with the Elections Committee.
- iv. Releasing the tentative results within twenty-four (24) hours of the closing of the polls in conjunction with the Elections Committee and ECU IT.
 - aa. These results will be contingent on any complaint filed with the Inspector General or Student Court case.
- v. Communicating with ECU IT for updates on the security and timeliness of the online elections system alongside the Executive Branch Advisor.
- vi. Facilitating the creation and validation of ballot applications alongside the Executive Branch Advisor

II. Elections Committee Members

- a. Members of the Elections Committee will be appointed by the respective branch head prior to the 10th week of class of the fall semester.
 - i. The Elections Committee advisor shall be selected by the Student Senate in conjunction with the Advisory Board prior to the 10th week of class of the Fall semester.
- b. Each member will perform the following tasks at the discretion of the Elections Committee Chair:
 - i. Working the official SGA Polling Site.
 - ii. Monitoring online elections.
 - iii. Monitoring for potential election infractions.
 - iv. Ensuring that polls are online and open at the beginning of the voting window

C. Members of the Elections Committee will have authority over elections complaints and sanctions, the polls operations and election results barring an overturned decision by the student court.

III. Elections Committee Clerk

- a. The Clerk of the Elections Committee shall be a neutral individual who is currently serving in an elected or appointed position of the Student Government Association.
- b. The Clerk shall be appointed by the Student Court Chief Justice.
- c. The Clerk shall be required to take written minutes of every Elections Committee meeting.
- d. The Clerk shall be required to maintain a list of contact information for:
 - i. Candidates
 - ii. Campaign Teams
 - iii. Elections Committee members

Article III

Election Process

Section A. Time Frame of Elections

- I. Online Elections, including Regional Campus Elections, shall take place on Tuesday of the fourth week of March.
 - a. If Spring Break falls upon the fourth week, elections will be held on the third week of March.
 - b. The online election system shall be active from 8:00 AM until 6:00 PM.

Section B. Spending Limits

I. Student Government Association Candidates

- a. Each Executive Slate's campaign budget shall be capped at \$750. This includes personal purchases and donations (monetary and non-monetary). Executive Slate Candidates must answer whether or not they will be spending money on their elections form, if this action is not complete, it is up to the Elections Committee to bring it to the attention of the Student Court and it is up to the Student Court to interpret how the candidates may use their budget.
- b. Student Senate campaign budgets shall be capped at \$250 for each

Senatorial candidate. Students running for senator positions must also fully complete the qualifying documents.

Bb. This notification must be submitted no later than the deadline to file the qualifying paperwork for candidacy.

c. Regional Campus Council elections spending limits shall be \$150 for each Regional Campus Council candidate.
Students running in these elections must fully complete the form

II. All purchases and donations must have a valid receipt confirming the cost. These receipts must be turned in to the Elections Committee no later than 5:00 pm EST on the day of elections.

a. Should an individual donate their services or items to any campaign, a written receipt from the individual stating their name and what services or items were donated and associated costs shall be submitted to the Elections Committee with the other receipts.

b. Any service provided must be reported even if the service provided has no tangible cost.

c. Should there be no expenditures, the candidate must submit a written statement to the Elections Committee stating that there were no expenditures. This must be done regardless even if notification was given to the Elections Committee prior to the deadline to file qualifying paperwork.

d. Should a campaign fail to submit receipts or a notice of no expenditures by 5pm on election day, the Elections Committee will file a complaint and it will be taken to the court immediately for interpretation and subsequent action.

e. Should a campaign exceed their allotted expenditure amount, the Elections Committee will file a complaint and it will be taken to the court immediately for interpretation

f. Should the candidate choose to travel to the regional campuses, the mileage and cost for such a purpose should be estimated and included in the spending limit.

ff. The State Mileage Reimbursement rate effective on the date of elections shall be used for estimating fuel cost.

Section C. Rules for Campaigning

I. All Candidates shall abide by the same rules regarding campaigning.

- a. Members filling out forms to run for an Executive Slate or for Campus Activities Board Vice President must complete the form in its entirety.
- b. Candidates must submit a complete list of campaign team members to the Elections Committee before the official list of candidates are posted.
 - bb. If there are any changes to a candidate's campaign team after the official list is posted, the candidate(s) will be responsible for notifying the Elections Committee in writing immediately.
 - bbb. Candidates are responsible for the conduct of their agents. The actions of a candidate's agent are imputed into a candidate in the event of a complaint/violation; this remains the case even if the candidate removed an offending agent from the campaign member list prior to a court hearing.
 - bbbb. Candidates may not change their official campaign team list after the polls have opened.
- c. Campaigning may not begin earlier than the official posting of the list of nominees by the Elections Committee and shall conclude upon the closing of the voting polls on the day of elections.
 - cc. Taking pictures for use in elections materials, including social media pages, is not considered "campaigning" if candidates do not communicate with any potential voter.
- d. For all elections there will be no active campaigning in the Building in which the SGA office resides while electronic polls are open.
- e. The official SGA polling site shall be inside the SGA office in addition to what is sanctioned by the ECU IT Department in cooperation with SGA.
- f. The Election Committee may designate additional polling sites or move the official polling site at their discretion.

ii. Notice will be given to all campaigns of where official polling sites will be located no later than 48 hours before polls are to open.

iii. No Campaign team may campaign within one hundred and fifty (150) feet of an official SGA polling station.

g. All campaign materials must be removed from university property within seventy-two (72) hours following the elections except non-permanent chalking.

h. No university faculty or staff member of the advisory board may endorse, campaign for, or provide material support for any candidate.

II. Candidates may use social media for campaigning.

a. Candidates and their agents may not use property of the SGA as part of the campaign's elections materials.

b. All official campaign social media pages must be open to the public.

c. Online campaigning may not begin earlier than the official announcement of the list of nominees by the Election Committee.

d. Online social media pages may be created no more than 3 class days before the official announcement of candidates. However, these pages should not have any followers/members other than the members of the campaign team.

dd. These pages must be set to private until the official announcement of candidates.

ddd. No posts may be made prior to the announcement of the candidates and no profile picture may be connected to the account before the reveal of candidates

III. Campaigns are prohibited from sending potential voters unsolicited emails, text messages or any form of communication about their campaigning.

a. Potential voters must consent to receiving updates and information about candidates before being sent any messages.

b. Candidates may send emails, text messages or other forms of

message communication to those who have subscribed to their campaign's email list.

IV. The usage of chalk is prohibited under any permanent structure or breezeway and must abide by University Policy.

V. Campaigns may not harass members of the Association or potential voters for the purpose of soliciting votes.

VI. Complaints should be filed with the SGA Elections Committee Chair in a process as stated in the Chapter 6, Article V of these Bylaws.

VII. Complaints made by any member of the Elections Committee itself will be decided within the elections committee by a majority vote. The Committee member who made the complaint may not vote. The Elections Committee will decide sanctions. Sanctions may be overturned by the Student Court on any grounds.

Section D. Rules Concerning Non-Executive Races

I. Senate Race

a. A number of students as determined by SGA Constitution and Bylaws will be elected to the Senate during the first 4 weeks of the Fall Semester. This election will be administered by the Executive Vice-President under the supervision of the President.

b. If a tie occurs, a run-off election will take place as organized by the Speaker of the Senate.

i. If the required students are not elected and no candidate receives 15 write-in votes the Executive Vice-President will appoint them in accordance with the SGA Constitution and Bylaws.

II. Regional Campus Council Race

c. If five or more vacancies are not filled during the Spring Election it will be the responsibility of the Executive Vice president to fill those positions by an appointment as stated in the SGA Constitution and Bylaws.

Section E. Extended Campus Elections

I. Each student enrolled for credit at Eastern Kentucky University has the right to vote in SGA Elections

II. Students at the Extended Campuses will participate in the General Election for the members of the Student Government Association in Richmond. This includes:

- a. The Executive Slate,
- b. The Vice President of Campus Activities Board, and
- c. Members of the Student Senate

III. The Chairperson of the Elections Committee at the Richmond Campus, with support from outgoing officers and the Advisors, will coordinate the election

IV. Students at the Extended Campuses will also participate in a manual election at their respective campus to elect their own Extended Campus Council Members

V. The Extended Campus Council Advisor, or his or her designee, will handle the manual election at their respective campus.

Section F. Candidates Debates

- I. The Elections Committee shall host at least one debate between all Executive Slates and CAB Vice President candidates.
 - b. The Elections Committee shall set the day for the debate by the end of the Fall academic semester.
 - bb. The Elections Committee shall also select an alternate date in the event the university closes on the primary date of the debate.
 - bbb. Should the University also be closed on the alternate debate date, then the Elections Committee may select a different day for the debate.
- c. The date for the debate will be posted on all official SGA social media outlets and at the SGA office.
- d. Only candidates who have filed qualifying paperwork with the Elections Committee by the committee are permitted to participate in the debates.
- e. Candidates for Student Senate shall not participate as debaters in the executive debates, but they may ask questions to the participants in the debate.

i. The Election Committee may host a separate debate for Student Senators at their discretion.

aa. The format shall be a town hall style debate.

bb. The moderator for this debate should be selected from the same pool as the moderator for the Executive debate.

cc. The dates for the debate should be selected at the same time as the Executive debates

f. The Elections Committee is not required to host a debate for extended campus candidates.

II. All debates shall follow the following format:

a. A member of the university faculty or staff shall serve as moderator for the debate.

b. Debates shall follow this order:

i. Candidates for CAB Vice President

ii. Candidates for Executive Vice President

iii. Candidates for President.

c. The order with which the candidates will speak will be determined by the following methods.

i. Should there be only one candidate for a position's debate, then the format for that debate shall be a town hall.

ii. Should there be only two candidates for a position's debate, the candidates order shall be determined by coin flip.

iii. Should there be more than two candidates, the moderator shall determine the order of speaking by the drawing of straws.

iv. The order for speaking in one debate shall not affect the order of speaking in any other debate.

v. The selection of speaking order shall occur within view of the audience prior to the start of the debate, at the discretion of the moderator.

- d. The Elections Committee should develop a minimum of 10 questions for the moderator to use in the debate at their discretion.
 - i. The Election Committee shall maintain the confidentiality of the questions until the beginning of the debate.
 - ii. The Elections Committee should solicit questions from members of the audience for the debate. These may be obtained via a written note card or similar method, including questions from social media outlets.
 - a. Questions can be obtained from the student body during the debate, or prior to.
 - iii. The Elections Committee may reuse questions from previous debates if they feel they apply.
- e. All debaters shall be sequestered in a separate room from the debate area until the debate starts. They should be monitored by a member of the Elections Committee.
- f. Each candidate will be given two minutes to introduce themselves and to speak briefly about their platform.
 - i. The candidate shall be timed and a sign shall be held up when 45, 30, 15, and 0 seconds remain.
 - ii. The moderator shall cut off the candidate if they go over their allotted time.
- h. The moderator shall give the first question to the candidate that was chosen to speak first. The respondent shall have 90 seconds to answer the question.
 - i. The opposing candidate(s) shall have 60 seconds for a rebuttal. This process shall continue until all candidates have had a chance to answer the question.
 - ii. The timer shall notify the candidate speaking when there are 30, 15, and 0 seconds remaining.
 - iii. The moderator shall then ask the next question to the candidate that is second in the speaking order. Then that question shall be asked to all other candidates in their determined speaking order.

- iv. This process shall repeat until all questions are exhausted or the moderator feels that the debate has sufficiently ran its course.
- v. Should any candidate continue to speak their allotted time, the moderator shall interrupt the speaker and continue to the next candidate.
- i. Other candidates may not speak when it is not their turn to answer the question.
- j. After all questions have been asked for a particular race or the moderator feels that the debate has sufficiently ran its course, the moderator shall then allow all candidates to have 90 seconds for closing statements.
- i. For closing statements, the order of speaking for candidates shall be in the reverse order
 - k. The moderator shall then dismiss the candidates for that race and bring the candidates for the next race onto the stage.
- l. Should any party feel that there was a violation of these debate rules, a complaint should be filed to the Association Advisory Board.

Section H. Elections Results

- I. All results shall be recorded by the Information Technology Department of the University.
 - a. These results will be kept in confidence until such time that the Elections Committee Chair requests the results in the presence of at least three members of the Elections Committee.
 - b. Non-members of the Elections Committee may not be present, except for the Elections Committee Advisor, who shall serve solely in an advisory capacity.
 - c. No person present during the tabulation or requesting of the votes may at any time leave the presence of the Elections Committee Chair until after the validation and announcement of the results.
- II. The results will be tabulated and validated by the Elections Committee in the SGA office prior to any public announcement.
 - a. In the case of slated candidates, the vote must place the slate in the proper format, i.e. President's full name, followed by the

Executive Vice President's full name.

b. All results will not be final and confirmed until all appeals and complaints have concluded.

c. The Elections Committee may not release vote totals to anyone until all appeals and complaints have concluded.

III. The Elections Committee Chair will make the election documents available for inspection by Association members.

a. Any request for inspection must be sent to the Elections Committee Chair and be approved by the Elections Committee.

b. Elections Committee Advisor shall be made aware of any request of elections documents, regardless of whether the request was approved or denied.

IV. If there is no eligible candidate for the Vice President of the CAB, the newly elected President may appoint a temporary candidate to fill the vacancy after their inauguration.

a. Elections for a permanent Vice-President of the CAB will be held during fall elections, in a manner consistent with these bylaws under the supervision of the Executive Vice President.

V. If there is no eligible Executive Slate, a special election will be conducted prior to the last day of the Spring Term by the Elections Committee, consistent with these bylaws. No partial Executive Slate may be elected.

Article IV

Elections Code of Conduct

Section A. Standards

I. All candidates and their agents, shall:

a. Comply with all provisions of the SGA Constitution and Bylaws.

b. Refrain from abusive conduct, slander, or attacks upon the character or persons of all Student Government Association members.

c. Not deface, alter, or remove an opponents' campaign material during the permitted time of campaigning.

d. Candidates must refrain from fraudulently posting on behalf of another person without their knowledge or permission.

e. Comply with federal, state, local laws, and university policies while campaigning.

f. The Elections Committee Chair must be included in all campaign group chats, regardless of size.

g. All campaign group chats must be operated using the Groupme app.

h. Any discovery of a group chat outside of these parameters will be handled by the court. This extends across all messaging platforms including but not limited to: Groupme, Instagram, Snapchat, Facebook, etc. If the Elections Committee Chair does not have any of the platforms listed or not listed above, or ones that the campaign team intends to use, the campaign team may not be allowed to use that platform to create a group chat. Any discovery of the use of secret group chat will be handled accordingly by the court.

i. All campaign documents shall be completed in its entirety to be qualified to campaign.

j. Any campaign activity cannot interfere with the academic mission of the university

k. Failure to comply with any such regulations or laws may result in SGA sanctions and will not preclude other University Sanctions or other punishments.

II. Addendum. This Article and its provisions extends to Write-in candidates as well. Any violations by the write-in candidate that occurred over the course of the election campaigning period, the complaints shall be considered by the elections committee chair regardless of when or if the write-in candidate made their candidacy known. Sanctions will also apply to write-in candidates.

Article V

Violations & Sanctions

Section A. Procedure

I. Any alleged violations of the Elections Bylaws shall utilize the following procedure:

a. A complaint must be submitted, in writing, to the Elections

Committee Chair within two (2) official school days of the alleged violation.

aa. The Elections Committee Chair must notify the rest of the Elections Committee immediately of any alleged violation.

aaa. The latest any election complaint and/or appeal can be filed is forty-eight (48) hours after polling ends.

b. A complaint may be filed by any member of the Association or any member of the student body

c. The Elections Committee Chair, after receiving a complaint, shall then conduct an investigation. If the Court has appointed a Special Investigator (SISC), the Elections Committee Chair may also request the employment of the Special Investigator of the Student Court in an investigation.

II. The Elections Committee Chair, and/or the Special Investigator of the Student Court, must finish his or her investigation within three (3) to five (5) official school days.

a. The Elections Committee Chair may petition the Advisory Board for an additional two (2) official school days with cause.

b. If the Elections Committee Chair believes a violation has occurred, then the case will be forwarded to the remainder of the Elections Committee to decide if a violation has occurred.

III. The Elections Committee shall come to a unanimous vote as to whether a violation occurred to decide if sanctions shall be imposed against the accused party.

c. Should the Elections Committee Chair believe that there was no violation of the bylaws, the Elections Committee Chair shall inform the complainant and the Elections Committee Chair of their reasoning why there was no violation.

i. Should the complainant believe that there was a violation, they may appeal the decision of the Elections Committee Chair to Student Court within two (2) official school days.

d. The Elections Committee Chair and/or Special Investigator of the Student Court shall make a full report of his or her investigation available for review. The Student Court shall create a case brief of the trial hearing using the facts learned in trial, as well as the facts from the full investigation. Each must provide their opinion.

e. These reports shall be kept on file for a minimum of five years.

IV. Should any justice of the court be running for an Executive Slate or CAB Slate, they must recuse themselves from any case regarding elections violations or appeals.

V. Any justice that is an active member of a campaign team must temporarily recuse from the court, just until the election season is over, and the Chief Justice shall appoint interim justices and have them approved by the Senate by a $\frac{2}{3}$ vote.

Section B. In the event of a violation, one or more of the following special election sanctions may be given based on the severity of the case. This list is not exhaustive and Student Court may adjust and modify as they deem necessary.

I. A letter of apology should be written by the accused to the victim

a. That letter must be publicly published in an approved Eastern Kentucky University publication no later than a week after the decision is released, but only with written consent of the victim.

II. Suspension of the candidate's and their agent's right to campaign to any voters in any form or on any platform for a period of up to 36 hours in the week preceding election day and up to one week should the violation occur before that period.

a. If the punishment takes place on the day of elections, the sanction cannot revoke more than six hours of communication; these hours do not have to be served consecutively.

III. Deduct the budget of the accused individual to no more than 25%, providing the money has not already been spent.

- a. If funds have been spent, the court may remove no more than 25% from the remaining budget of the offenders.
- b. This amount may be applied consecutively after one hearing. Should further hearings arise, the court may remove another percentage of funds from the remaining funds of what was previously docked.

IV. Deduct the total number of votes of the candidate in question, up to 10%, in increments of .5 percentage point.

V. In the event that an exceptionally severe violation is committed, candidates may be removed from the ballot.

- a. Upon removal from the ballot, this candidate will not be eligible as a write-in candidate for any race.
- b. In the event of a removal of a candidate for Executive Slate, the entire slate is ineligible to run as a write-in candidate, even if done separately.

- c. All decisions to remove a candidate must be made prior to the swearing in of the elected officials.
- d. A candidate's name will not be removed from the ballot pending appeals.

Chapter 8: Code of Conduct

Section A. Chapter 8 of these bylaws (hereinafter referred to as the "Code of Conduct") shall apply to all elected or appointed members of the Student Government Association. No adverse action shall be taken against a member for potential violations of the Code of Conduct prior to their election, appointment to SGA, or before the adoption of this Chapter.

With the exception of criminal offenses, bylaws of the Student Government Association are not retroactive upon their creation. Except for the full semester in which they are updated, they shall not apply to previous semesters.

With the exception of cases where violations of local, state and federal laws are evident, the members of the Student Government Association cannot inflict punishment without being tried before the proper council.

SGA members are expected to know and understand these bylaws.

All active SGA members must sign a membership contract that contains an acknowledgment of these bylaws.

Nothing in this chapter shall be construed as to prohibit or discourage debate or criticism made in good-faith representation of the interest of the students of Eastern Kentucky University.

This Chapter has been updated as of 09/27/2024. Included in these new additions are new provisions (Provision V through XXII) for SGA members and new sentencing options (b, d, e, f, g, h and i). These provisions were added as it was believed that the previous bylaws were far too ambiguous and open to interpretation. As such, these provisions were added in collaboration with the Student Code of Conduct and based on previous events that had occurred within Student Government. This offers more conformity within Student Government, as well as ensures our members represent the association in a manner that is consistent with what is expected of them. Additionally, it was believed that sentencing options were far too unspecific, it is now made clearer what is required of each sentencing option, with more discretion offered to the Branch/Party overseeing the sentencing procedure.

Section B. Definitions

I. The following terms shall be defined as "Special Office" positions for their use in the Code of Conduct:

- a. Special Office: shall include any of following
 - i. Executive Cabinet Directors,

- ii. Student Senate Committee Chairs,
- iii. Student Senate Parliamentarian,
- iv. Student Senate Clerk
- v. Special Investigator of the Student Court
- vi. Associate Chief Justice,
- vii. Campus Activities Board Committee Chairs
- viii. Campus Activities Board Coordinators
- ix. Vice President of Campus Activities,
 - x. Administrative Vice President,
 - xi. Executive Vice President,
 - xii. Vice President of Campus Activities,
- xiii. Chief Justice, and
- xix. Student Body President.

Section C. Standards and offenses

- I. All elected and appointed members shall adhere to the SGA Constitution and Bylaws as well as University policy and Student Code of Conduct policy, federal, state, and local law as well.
- II. All elected and appointed members shall make reasonable efforts to fulfill their duties as prescribed by the SGA membership contract and all governing documents of the SGA.
- III. All elected and appointed members are prohibited from misusing, mismanaging, or misappropriating their position, equipment, facilities, or funds of the Association.
- IV. All elected and appointed members shall conduct themselves in a manner that reflects positively on the Student Government Association and Eastern Kentucky University.
- V. Refrain from abusive conduct (mental or physical), slander, or attacks upon the character or persons of all Student Government Association members.
- VI. Refrain from defacing, altering, or removing any other University or RSO materials.
- VII. Failure to comply with any such regulations or laws may result in SGA sanctions and will not preclude other University Sanctions or other punishments.
- VIII. SGA members must refrain from conspiracy and collusion by way of encouraging, aiding, or abetting someone who violates SGA policy, University Policy or Regulation, Federal, State and Local law.
 - a. This includes conspiring with members outside of the organization to break SGA policy, University Policy or Regulation.

IX. SGA members must refrain from Harassment. Words or behavior that threaten, intimidate, or demean a person. Any unwanted, uninvited and unwelcome conduct that causes nuisance, alarm, or emotional distress without any legitimate purpose. Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

X. SGA members must refrain from committing Breach of Trust. Including: violations of positions of authority or taking advantage of others through positions of authority, whether elected, hired or appointed, within the Association.

XI. SGA members must refrain from Hazing. Consent or cooperation by the person(s) being hazed does not excuse the act of hazing. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this provision. See Section V. below for more information.

XII. SGA members must refrain from Harming Relations. Participation, cooperation, or intentionally weakening, harming, or cutting relations by making, including but not limited to, harmful or offensive statements, threatening actions, etc. while representing the SGA to other organizations or communities at large on or off campus. As previously stated earlier in these bylaws, a member of the SGA is always representing the Association whether consciously or not.

XIII. SGA members must refrain from Concealing records or evidence. SGA members must refrain from hiding, tampering, or withdrawing without reason all documents, records, or evidence that is supposed to be public record. Including but not limited to: minutes from branch meetings, investigation reports, court opinions, election results documents, etc. Each of the documents listed above and all those not listed must include all relevant information pertaining to the meeting in which it was taken. Any evidence or discovery of minutes tampering/concealing or failing to include all relevant information/discussion could result in sanctions.

XIV. SGA members must refrain from Failure to Produce. Failure to produce relevant public documents, including but not limited to minutes for branch meetings, investigation reports, court opinions, election results, etc. Each of the documents listed above and those not listed must include all relevant information pertaining to the meeting in which it was taken. Documents such as these must be produced within at least two weeks of the meeting in which it took place unless special circumstances prevented the production in a timely manner and circumstances are approved by the branch in which the meeting took place.

XV. (ICOD Clause) Inappropriate behavior and conduct, including but not limited to: sexual misconduct, abuse of substances, etc. are forbidden in what is considered the SGA office, and while during any events hosted or sponsored by the SGA.

XVI. SGA members must refrain from Bribery. The offering, giving, soliciting, or receiving of any item of value as a means of influencing the actions of an individual holding any position in SGA. This type of action results in matters best suited to the private interests of the decision maker and as such, bribery constitutes an offense for both the offeror and the

recipient. This can include, but is not limited to, accepting gifts from interested parties, paying or being paid to rule in favor of, or committing a certain act, offering favors for the purpose of swaying a result, etc. Additionally, Quid Pro Quo through sexual favors whether in or out of the SGA office is considered an offense. This includes a Quid Pro Quo between an SGA member and a member not in SGA. This does not punish relationships between SGA members. Due to the nature of this charge, the bar is exceptionally high to prove that a quid pro quo ever occurred. All evidence shall be considered and at the discretion of the council overseeing the charge. Employees shall not use public office for private gain. Employees must act impartially and not give preferential treatment to any private organization or individual.

XVII. SGA members must refrain from Extortion. The act of imposing an action or obtaining something through force or threats, or coercion. This includes all members of the SGA but extends to Extortion of members outside of the organization. Blackmail, additionally, is a form of extortion. This can include, but is not limited to any type of act wherein the offender uses a certain fact to induce a person to do or give up something, any type of act wherein the offender uses the threat of an act, writing a scathing article for example, to induce a person to do or give up something. Additionally, pulling rank, which is using your particular position or a position of power to get a desired result or object, is a form of extortion. Pulling rank only occurs when the offender is using their position to force someone to do something outside the scope of their duties, or forcing someone to do something that would be against the bylaw, such as concealing offenses.

XVIII. SGA members must refrain from Lying or Perjury. The offense of knowingly and intentionally lying, telling an untruth, swearing a false oath, or falsifying an affirmation to tell the truth about material issues during an official Student Court or Senate Leadership Council proceeding. This offense includes falsifying or providing falsified evidence during official Student Court or Senate Leadership Council proceedings.

XIX. SGA members must refrain from Obstruction. This offense involves substantial or attempted disruption of SGA disciplinary operations including but not limited to, obstruction of court investigations, hearings, deliberations, sanctioning, and/or other authorized SGA disciplinary actions which occur as a part of ongoing disciplinary proceedings.

XX. Incompletion of sanctions. Refusal or failure to complete sanctions or sentences prescribed by the Student Court or Senate Leadership Council.

XXI. Failure to Comply. Failure to comply with the reasonable directives within a disciplinary proceeding, be it for Student Court or Senate Impeachment proceedings.

XXII. ADDENDUM. Lack of knowledge nor Mistake of Fact of the bylaws is not a defense against any violations that are reported.

XXIII. ADDENDUM. In violations of university policy that will be heard by the Student Disciplinary Council as well as the Student Court, the Student Disciplinary ruling will have priority over the court ruling. Since it is required the court must act within a period of time when a case arises, the court may come to its own opinion regarding violations/sanctions. In

the event that the SDC rules that the accused has not violated any code of conduct, but the Student Court rules that there was a violation, the accused may overturn the Court's verdict on charges regarding the University Policy with the proof that the SDC ruled in favor of the accused. This overturning would not be applicable to charges brought with regard to SGA Charges

XXIV. Lack of charges or action brought by the Student Disciplinary Council is not evidence of innocence or a defense against violation of these bylaws.

Section D. Sanctions

I. In the event a student is found responsible of violating a provision of the Code of Conduct, one or more of the following sanctions may be implemented, depending on the severity of the violation:

a. A letter of apology written by the responsible party to the victim.

i. The length of the letter is to be determined by the party handing down the sentence (e.g. Student Court, Senate Leadership Council, etc.) and must be reviewed by said party before being delivered or produced to the victim or complaining party.

b. Essay assignment written by the responsible party on a topic suggested by the Student Court or Senate Leadership Council in relation to the violation or harms caused to the victim.

c. A probationary period not to exceed one (1) semester with notice that any violation committed during this probationary period may result in more severe sanctions.

d. Barring the entry of the SGA office for a probationary period, no longer than one semester.

i. Provisions can be made by the party handing down the sentence (e.g. Student Court or Senate Leadership Council) if the defendant is required to have office hours, or meetings within their committee or branch.

e. A period of suspension of voting privileges in meetings not to exceed one (1) semester.

f. In the case of Senators, removal from a special office, as defined by Section B, Subsection I, clause a, but not expulsion from the Student Senate

g. Removal from a special office, as defined by Section B, Subsection I, clause a, but not expulsion from the office in SGA.

h. Service or volunteer work for SGA events. Completing tasks designed to benefit the community or organization.

i. In the case of an exceptionally severe violation, the responsible party may be impeached or removed from their position in the SGA.

i. In the event impeachment or removal from their position is imposed, the responsible party will be considered to have been suspended from voting privileges pending any appeals.

ii. If an impeached or removed party held a position in SGA which carried a stipend, their stipend shall be revoked immediately and paid back to the Association.

ADDENDUM. As prescribed by the constitution, the Student Court shall have the authority to grant the appropriate relief required to correct any infractions or violations of the SGA code of conduct or governing documents; as such, the Student Court is not limited to the sentences listed here, rather, these are recommendations on where to start. As established by previous precedent and the Constitution, the Student Court may get creative with sanctions so long as the sanctions do not outweigh the severity of the charges brought.

Chapter 9: Disciplinary Procedure

Article I

Disciplinary Action Process

Section A. Complaint & Initial Investigation

I. Any member of the Student Government Association or Student Body may file a written complaint against any member of the Executive, Legislative, Campus Activities Board, and Judicial Branch of the Student Government Association with the Chief Justice or, if the complaint is against a court member, the Chair of the Senate Leadership Council.

a. Such a complaint must detail who has allegedly committed a violation; which provision(s) of the SGA Constitution, Bylaws, and/or any other SGA governing documents or authority that has allegedly been violated; and a list of potential witnesses and evidence to the alleged violation.

II. If the complaint is refused, the complainant may file the case with the Chief Justice for review of the Student Court.

a. If the complaint is against a member of the Student Court, the complainant may file the case with the Senate Leadership Council Chair for review by the Senate

Leadership Council

III. Reference Chapter XXX Article V of these Bylaws to outline what occurs if the Chief Justice or SISC finds merit in a complaint.

Section B. Investigation

I. Members of the Association may petition the Chief Justice or SISC to investigate any Association member, committee, or Association branch for violations to the Code of Conduct (Chapter 8 of these Bylaws).

II. The Chief Justice or SISC must conduct the investigation in accordance with a “complaint” investigation in Chapter 9, Article 1.

III. The Chief Justice or SISC can reject an investigation if they do not believe there is merit.

IV. Members who proposed an investigation will be protected from retaliation.

a. Retaliation will result in another investigation or additional charges to the current investigation that could result in sanctions.

Section C. Venue & Filing

I. The Student Court shall be the only appropriate venue for filing for a hearing regarding violations of the SGA Constitution, Bylaws, and/or any other SGA governing document or authority, including but not limited to elections.

a. Cases involving a member of the Student Court, including the Chief Justice, are excluded from the Court’s venue.

II. If the hearing will regard a Student Court member, the venue shall be moved to the Senate Leadership Council (SLC) and follow the process below.

a. A hearing by the SLC will follow the same process as outlined for Student Court hearings in this chapter.

b. The SLC Speaker, or designated proxy, will take the role of Chief Justice for this hearing.

c. Any member of the SLC may ask for a proxy to be appointed from the Student Senate in their stead for the purpose of this hearing.

III. In order to file, the Plaintiff must fill out a Student Court Hearing Request Form and file it with the Chief Justice. An email to the Chief Justice detailing the provisions below will also suffice as a completion of this form.

IV. In the Hearing Request Form, the Plaintiff must detail:

- a. Who is bringing the charges
- b. Against whom the charges are being brought
- c. The grounds for the charges, and
- d. The sanction/relief that is being requested.

V. The Special Investigator or Chief Justice will then review the request and the court will decide within five (5) class days whether or not to hear the case and notify the Plaintiff of the court's decision. For the Court to hear a complaint, four out of the nine (4/9) justices must agree to hear the case.

Section D. Sanctions and Appeals

I. Sanction Phase

- a. If the Student Court finds the defendant responsible, the defendant may request a sanctioning hearing if they feel the proposed sanction by the court is too harsh, at which a sanction hearing will subsequently occur. A sanction hearing will take place within three (3) days of the Student Court decision
- b. During the sanction hearing, the defense may call up to three character witnesses, or submit letters of reference into the Court record. The plaintiff will have an opportunity to cross-examine the witnesses if it so chooses.
- c. The defendant may then make a statement, if they desire, to help the Student Court arrive at a fair and equitable sanction. The plaintiff may then also make a statement in rebuttal of the defense' statements.
- d. The Court will then close to arrive at a sanction, which shall be read to the plaintiff and defense no longer than three (3) days after the sanction hearing.

II. Appeals

a. General Appeals

- i. In the event that either the plaintiff or defendant is unsatisfied with the ruling of the Student Court, they (the appellant) may appeal to the SGA Advisory Board. An appeal may only be made on the following justifiable grounds:
 - aa. Irregularity in the proceedings that if not corrected would have a substantial impact on the outcome of the case, OR;
 - bb. Sanction inconsistent with the offense, OR;
 - cc. If new evidence or testimony emerges following an

opinion being issued, any party may request reconsideration by the Student Court.

ii. An appeal not made on these grounds will not be considered. Only one appeal may be made per hearing.

iii. A copy of the appeal will be given to the Student Court Chief Justice and the party who has not appealed the case (the appellee).

iv. Appeals to the Advisory Board must be submitted with the Chair of the Advisory Board or their designee within five (5) class days of the Student Court ruling in writing. The written appeal must specifically detail on what grounds the appeal is being filed and specifically what error was committed in the Student Court hearing.

v. The appellee will have thirty-six (36) hours to file a reply to the Chair of the Advisory Board or their designee.

vi. The Advisory Board will have ten (10) class days from receiving the appellee's reply or the end of the thirty-six hour time limit, whichever occurs first, to meet to consider the appeal and release a decision.

b. Procedure

i. The Advisory Board shall conduct a review of the Student Court minutes and copies of the evidence presented at the Student Court hearing in closed session. The Advisory Board shall not hear any new witness testimony and shall not consider any evidence not presented in the Student Court trial. A quorum must be present for the review to take place.

aa. A member of the Advisory Board may, with cause, recuse themselves from the appeal.

bb. The Advisory Board may vote to recuse a member if it determines that a conflict of interest exists by simple majority vote.

ii. After duly considering the record, the Advisory Board may only make one of the following decisions:

a. If the Advisory Board determines that there was a clear abuse in discretion on the part of the Student Court or that the Court decision was arbitrary and capricious, they shall set the Student Court ruling aside and remand it back to the Student Court for another hearing with instructions to be followed to avoid similar errors.

b. If the Advisory Board determines that neither of the errors referenced in Chapter 9 Article I Section 3 Sub Section E (b) (ii) (1) was committed in the Student Court hearing, they shall affirm the Student Court decision.

- iii. The decision of the Advisory Board cannot be appealed.

Chapter 10: Finance

ARTICLE I

Section A. Budget Preparation

- I. There shall be three budgets prepared annually within the Student Government Association.

- a. Operating Expenses Budget

- i. The operating expenses budget shall be prepared by the Administrative Vice President with the assistance of the Executive Board.
 - ii. This budget shall include all funding allocated for the operation of the Association by the university, Association generated revenue, and grant funds.
 - iii. This budget is subject to approval by a simple majority vote of the Student Senate following its presentation to a quorum of its members.

- b. Administrative Budget

- i. The administrative budget shall be prepared by the Administrative Vice President with the assistance of the Executive Board.
 - ii. This budget shall include all funding for Association administrative stipends allocated by the university.
 - iii. This budget is subject to approval by a simple majority vote of the Student Senate following its presentation to a quorum of its members.

- c. Aramark Hospitality Budget

- i. The Aramark Hospitality Budget shall be prepared by the Administrative Vice President with the assistance of the Executive Board.
 - ii. This budget shall include all funding allocated by the university for catering costs and other matters covered by Aramark.
 - iii. This budget is subject to approval by a simple majority vote of the Executive Board.

- II. Upon approval of a budget by its appropriate body, it will be forwarded to the Student Body President for final approval.
 - a. If approved, the budget will be forwarded to the Student Government Association Financial Advisor for record keeping purposes.
 - III. If the Student Body President vetoes a budget, a supermajority majority of

the appropriate body is required for the veto to be overturned.

IV. The Student Body President or appropriate Vice President may present a revised budget as necessary for the body to consider.

- a. The Student Body President will notify each extended campus council chair of their council's budget allotment for the year.
- b. After receiving this notice, each extended campus council will prepare an operational budget using their allotted funds, which will be forwarded to the Student Senate for approval.
- c. Upon approval, the extended campuses may spend their money as budgeted, forwarding all bills to the Administrative Vice President for payment.

V. If a budget is not approved by the appropriate body, that body shall approve expenditures individually.

Section B. Budget Execution

I. The Administrative Vice President shall serve as the Association's Chief Financial Officer, and be responsible for the execution of the SGA Operating Budget and Aramark Hospitality Budget.

II. The SGA Administrative Budget shall be administered by the University.

II. The Executive Board can make single expenditures under \$500.00 or multiple expenditures totaling less than \$1,000 in a thirty (30) day period without the approval of the appropriate assembly.

III. The following Emergency Spending Procedure may be followed if the approval of the appropriate assembly cannot be secured due to recess or

permanent adjournment for the year:

- a. An Emergency Expenditure shall be defined as an expenditure that if not made would seriously impede the operations of the branch or

Association

- b. Emergency Expenditures must be authorized and approved in writing by the SGA Financial Advisor, and made pursuant to SGA and University policy.

IV. Annual budgeted allotments to the extended campuses from the SGA Operational Budget will be disbursed in the following manner: a.

Extended campuses will submit requests for funding to the Student Body President, Administrative Vice President, and the SGA Financial Advisor for approval two weeks

- prior to the planned date of expense.
- b. The Student Body President must approve or deny a submitted request for funding within two (2) business days. If the request is denied then reasoning must be provided in writing to the extended campus council requesting the expenditure, in a timely manner.
- i. Extended Campus Councils can appeal a denial of funds by the Student Body President to the Student Senate, who may overturn the President's decision with a 3/4 majority vote of quorum.

Chapter 11: Amendments and Suspensions

ARTICLE I

Section A. Amendment Proposal

- I. An amendment to bylaw chapters five, six, eight, nine, or eleven may be proposed by any active member of the Association and shall be subject to approval by a supermajority majority vote of each of the Association's branches.
- A. A new chapter of the bylaws may also be proposed through this method, and must meet the aforementioned requirements.
- II. An amendment to bylaw chapters one and ten may be proposed by any active member of the Student Senate and shall be subject to approval by a supermajority majority vote of the body.
- III. An amendment to bylaw chapter two may be proposed by any active member of the Executive Board or Executive Cabinet director and shall be subject to a simple majority vote of the Executive Board.
- IV. An amendment to bylaw chapter three may be proposed by any active member of the Campus Activities Board and shall be subject to approval by a supermajority majority vote of the body.
- V. An amendment to bylaw chapters four, seven, or twelve may be proposed by any active member of the Student Court and shall be subject to a supermajority majority vote of the body.
- VI. Any amendments for the purposes of grammar, spelling, or other typographical correction may be proposed by any active member of the Association and shall be subject to a majority vote of the Student Court.

Section B. Amendment Approval

- I. Following an amendment's approval by their respective body it shall then be forwarded to the Student Body President for approval.
- a. Should the Student Body President veto an amendment it shall be

- forwarded back to its respective body.
 - b. The presidential veto of a bylaw amendment may be overturned subject to a supermajority majority vote of the body.
- II. Following either the approval by the Student Body President or the overturning of a presidential veto, the amendment shall be forwarded for final approval by the Advisory Board subject to a simple majority vote.
 - a. Should an amendment be rejected by the Advisory Board, it shall be forwarded back to its respective branch with a written rationale of its decision and suggestions for reconciliations regarding their concerns.

Section C. Amendment Execution

- I. The new amendment is to take effect immediately upon its final approval by the Advisory Board.
- II. Following an amendment's final approval, the Administrative Vice President shall update the records of the Association to reflect the changes made by the amendment.
 - a. These updates shall be finalized and incorporated in all relevant public documentation within fourteen class days of their final approval.
 - b. All notations, suggestions, rationals, and documents pertaining to the development, proposal, approval, and execution of the amendment are to be forwarded to the university Archives and Special Collections alongside the regular transfer of documents at the end of the academic year.

Section D. Suspension

- I. These Bylaws, with the exception of this chapter, may be suspended in the event of an emergency affecting the operations of the University. Suspensions shall be implemented and enforced with the following procedure.
 - a. . The Student Body President may issue an Emergency Executive Order (EEO) to suspend the Bylaws under their executive authority set forth in
 - b. Article 3.B.A.a. After issuance of an EEO, the Student Body President must seek a 2/3rds majority approval vote of the present and voting membership of the Student Senate or Advisory Board within two (2) weeks of

issuance. If approval is not granted the EEO shall be rendered void.

- i. Any active member of the Association may seek an injunction from the Chief Justice to prevent enforcement of the EEO until the Student Senate or Advisory Board reviews the EEO.
- ii. If an injunction is issued or the EEO is denied by the body from which approval was sought, the Chief Justice of the Student Government shall investigate and determine if the EEO was in violation of the Code of Conduct.
- c. If the Student Senate or Advisory Board approves the EEO, the body shall set a date, not to exceed six (6) months, for the Bylaws to return in full.
 - i. The approving body may issue up to one extension at the end of the six (6) month period.
- d. . While the Bylaws are suspended by an EEO, the President shall from time to time issue additional EEO's for the continued operation of the Association.
 - i. These additional EEO's shall be confined to topics relating to the original EEO suspending the Bylaws.
 - ii. Additional EEO's shall be subject to the same review process as described above.

Chapter 12: Terms and Definitions

Article I

Section A. General definitions

- I. For all purposes and branches of the SGA, a student will be considered to have one academic semester if they joined SGA on or before the end of the fifth week of classes.
- II. The Summer semester will **NOT** be considered an academic semester because the majority of SGA is not active in the summer, and because CAB does not do events during the summer.
- III. **Quorum** will be fifty percent plus one of the total voting members of the Student Court shall constitute a quorum.
- IV. **Hazing** is defined as an act that endangers the mental or physical health or safety of a Student and/or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- V. **Office Work Hour** is defined as any period of time totalling sixty (60) combined minutes participating in a University Committee, any scheduled meeting concerning Association business, attendance at an Association sponsored event, or physical presence in the Association office.

Article II

Section B. Senate Definitions

- I. **Resolution** is defined as a piece of legislation that serves as a collective expression of the Student Senate. Resolutions include but are not limited to resolutions in recognition and resolutions to propose university change.
- II. **Act** is defined as a piece of legislation that directly affects powers within the Student Senate. Acts include but are not limited to bylaw revisions and acts regarding funding.
- III. **A Friendly Amendment** is defined as an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion. They are often only a clarification of intent. Friendly Amendments to legislation only require the author's approval. A general vote is not needed.
- IV. **Simple Majority** is defined as a voting requirement of more than half (51%) of all votes cast.
- V. **Super Majority** is defined as a specified proportion of votes in excess of a simple majority. For the Student Senate, this proportion is a two-thirds ($\frac{2}{3}$) majority.
- VI. **Censure** is defined as a formal statement of disapproval in the form of a resolution that is adopted by majority vote. The term itself does not have to appear to have a resolution.

Article III

Section C. Court Definitions

- I. **“Meetings”** will refer to gatherings of Student Court Justices where no formal proceeding is taking place (i.e. the mandatory court meetings twice a month); and
- II. **“Hearing”** will refer to gatherings of the Student Court when a formal proceeding is taking place because an action has been taken against another party.
- III. **Complaint** is defined as a document that sets forth a jurisdictional basis for the court's power
- VI. **Executive Session** is defined as any block within an otherwise open meeting in which minutes are taken separately or not at all, outsiders are not present, and the contents of the discussion are treated as confidential.
- VII. **Precedent** is defined as an earlier event or action that is regarded as an example or guide to be considered in subsequent similar circumstances.
- VIII. **Stare Decisis** is defined as the legal principle of determining points in litigation according to precedent.
- IX. **Quid Pro Quo** is a favor or advantage granted or expected in return for something.

Article IV

Section D. Elections Definitions

- I. The following definitions shall apply to their respective terms

throughout these Election Bylaws:

- a. **Active Campaigning:** any verbal propaganda or any sort of personal exchange between a member of a campaign team and any potential voter. This includes, but is not limited to, handing out fliers and word of mouth campaigning.
- b. **Agent:** any person who acts in any capacity at the order, request, or under the direction, control, or supervision of a candidate or candidate's campaign team in relation to the candidate's campaign.
- c. **Campaigning:** Any verbal or nonverbal conduct, conducted by a candidate or an agent thereof, which promotes the candidate. Campaigning may be classified as active and passive consistent with these definitions.
- d. **Campaign Materials:** Anything being used to further a candidate's campaign, including but not limited to posters, banners, social media, and chalk.
- e. **Deface:** To mar; injure; impair; make obsolete; or destroy.
- f. **Donation(s):** Any material or service given to the candidate for the purpose of aiding a campaign. This includes but is not limited to funds, time, posters, markers, chalk, stickers, buttons, etc.
- g. **Nominating Petition:** The officially drawn SGA petition for required for an individual to qualify for candidacy.
- h. **Passive Campaigning:** any type of campaigning stationary and non-changing that promotes the candidate yet no verbal communication between two parties is conducted. Passive campaigning also includes, but is not limited to, e-mailing, social media sites, social media advertisements, wearing promotion clothing and apparel, chalk, and fliers.
- i. **Purchase:** Any monetary expenditure used to further the candidates' campaign.
- j. **Qualifying Papers:** The documents that are issued to candidates prior to the permitted time frame of campaigning that require the general information of the individual required to assess their eligibility for candidacy, e.g. name, student ID number, GPA, etc.
- k. **Property of the SGA Office/SGA property:** any property paid for by the Association that is used repeatedly, especially, but not

exclusively, in promoting the Association.

- i. This is inclusive of all objects that would reside in the SGA Office but does NOT include any personal items (polos, pull-overs, etc.) that an individual owns.

l. **Communications:** A process by which information is exchanged between individuals using physical contact or non-physical contact.

m. **Official Class Day(s):** Any day in which the University is open to the general student population and classes are in session. This day begins at 7:00 am and finishes at 9:00 pm.

n. **Voter Harassment:** Any action(s) when observed by a third party may be viewed as harassing any member of the association. This action should be overt.

o. **SGA Office:** The physical space where the Student Government Association is centrally located.

p. **Voting Portal:** The online method used for collecting the votes of the members of the Association.