

# STUDENT GOVERNMENT

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## BYLAWS

Chapter 1 --	Copies of the Bylaws.....	2
Chapter 2 --	Codification.....	2
Chapter 3 --	Order of Supremacy of Government Laws .....	3
Chapter 4 --	Senate Rules of Order .....	3
Chapter 5 --	Senate Policy .....	9
Chapter 6 --	Executive Branch .....	13
Chapter 7 --	Senate Committees.....	17
Chapter 8 --	Services .....	23
Chapter 9 --	Operating Procedures of the Supreme Court.....	24
Chapter 10 --	Impeachment Procedures of Officers of the Government.....	27
Chapter 11 --	Finance Procedures and Policies .....	29
Chapter 12 --	Election Commission .....	40
Chapter 13 --	Election Procedures and Policies.....	43
Chapter 14 --	Compensation for Chief Officers .....	46
Chapter 15 --	Amending the Bylaws .....	47
Chapter 16 --	Ratification.....	47
Articles of Cooperation .....		48

2000 Edition of the SG Bylaws with all amendments passed through April 02, 2019

## Chapter 1. Copies of the Bylaws

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- 1.1. Two (2) complete and current copies of the Constitution and Bylaws shall be kept on file in the SG office.
- 1.2. A copy of the Bylaws shall be made available to anyone that requests a copy.
- 1.3. An updated copy of all active policies of the SG shall be kept on file in the SG office and on the Student Government website.
- 1.4. A complete and static copy of the bylaws be added to the Government Record Binders at the end of each term.

## Chapter 2. Codification

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- 2.1 The following list of SG Presidential Administrations shall be automatically updated by each such Administration. The code shall consist of the first letter of the President's last name and the first letter of the Vice-President's last name, separated by a hyphen. In the event that there is a duplication of the code, the entire last name of the President shall be used instead of the first letter of the President's last name.

H-P	Havens-Phelps	1958-1959
B-S	Balloun-Saathoff	1959-1960
D-V	Dalgetty-Voolltmer	1960-1961
G-L	Gimer-Lopez	1961-1962
M-M	Mikkelsen-Montgomery	1962-1963
M-C	Meyer-Christensen	1963-1964
W-H	Whitney-Hamplin	1964-10/1964
W-M	Whitney-McClellan	10/1964-1965
T-D	Thorenson-Duncan	1965-1966
Bierbaum-S	Bierbaum-Stadlman	1966-1967
L-S	Lifka-Spensley	1967-1968
F-G	Forsyth-Gilbert	1968-1969
H-F	Henry-Forston	1969-1970
S-P	Schnoor-Parkin	1970-1971
Z-N	Zumbach-Nickerson	1971-1972
H-K	Harris-Koestner	1972-1973
K-G	Kehrli-Gardner	1973-1974
Miles-C	Miles-Constantine	1974-11/1974
C-W	Constantine-Wagner	11/1974-1975
Wagner-M	Wagner-Morris	1975-1976
B-H	Bell-Howe	1976-1977
Howe-F	Howe-Fischer	1977-1978
S-C	Schuster-Crabb	1978-1979
B-P	Buck-Peterson	1979-1980
D-J	Douglas-Jackson	1980-1981
J-H	Jackson-Hentges	1981-1982
W-S	Williams-Still	1982-9/1982
S-R	Still-Rickers	9/1982-1983
C-K	Clark(Bales-Henry)-Keller	1983-1984
R-M	Reilly-Mathes	1984-1985
Stepp-R	Stepp-Reiher	1985-1986
K-A	Kennedy-Anderson	1986-1987
M-H	Marley-Holub	1987-1988
M-K	Martin-Kruse	1988-1989
T-B	Thibodeaux-Brock	1989-2/1990
T-W	Thibodeaux-Winey	2/1990-1990
O-N	Olinger-Noth	1990-1991
N-F	Noble-Foley	1991-1992
H-S	Hamilton-Smith	1992-1993
K-H	Klein-Hobson	1993-1994
P-C	Pitiris-Cmelik	1994-1995
M-S	Mangan-Sulentic	1995-1996
G-J	Gold-Jones	1996-1997
Wiese-M	Wiese-McLaren	1997-1998
B-W	Burkhardt-White	1998-1999
C-T	Craft-Toay	1999-2000
G-D	Golding-Dlouhy	2000-2001

## Student Government Bylaws

T-J	Tofilon-Johnson	2001-2002
S-D	Schneider-Darr	2002-2003
B-A	Banasiak-Albright	2003-2004
M-R	Magill-Rock	2004-2005
Groh-D	Groh-Deal	2005-2006
J-F	Jensen-Faber	2006-2007
P-G	Phillips-Guffy	2007-2008
F-L	Fischer-Luttrell	2008-2009
T-P	Turk-Peterson	2009-2010
R-D	Roling-Dobbels	2010-2011
Hoben-K	Hoben-Knight	2011-2012
K-B	Knight-Brown	2012-2013
Hughes-K	Hughes-Kletscher	2013-2014
Kletscher-Hoefler	Kletscher-Hoefler	2014-2015
Breitbarth-Sweere	Breitbarth-Sweere	2015-2016
S-W	Staudt-West	2016-2017
W-S	West-Smith	2017-2018
N-B	Neely-Bibiloni	2018-2019
G-B	Graber-Bhatia	2019-2020

### Chapter 3. Order of Supremacy of Government Laws

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- 3.1. Whenever there is a conflict between laws of the Government, the higher-ranking law shall take precedence over the lower-ranking law.
- 3.2. The following shall be the rank of Government Laws, from highest to lowest:
  - 3.2.1 Constitution.
  - 3.2.2 Initiatives Adopted by the Student Body.
  - 3.2.3 The Articles of Cooperation between SG and the Graduate and Professional Student Senate.
  - 3.2.4 Bylaws.
  - 3.2.5 Senate Bills, when made law.
  - 3.2.6 Senate Orders.
  - 3.2.7 Executive Orders.
- 3.3. Whenever there is a conflict between laws of the Government and those of another student organization, the laws of the Government shall take precedence over those of the student organization.

### Chapter 4. Senate Rules of Order

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- 4.1. Parliamentary authority for the Senate and all Senate committees shall be the latest edition of Robert's Rules of Order, available on hand, unless special rules are delineated in these Bylaws.
- 4.2. Consent of the Senate shall consist of any of the following:
  - 4.2.1 Unanimous consent.
  - 4.2.2 Majority vote of the Senate.
- 4.3. Regular Meetings of the Senate
  - 4.3.1 The Senate shall meet each Wednesday after 7:00 p.m. on the ISU campus during the Fall and Spring semesters except when the Senate shall, by a motion at a prior meeting with a two-thirds majority vote, set an alternative date, time or cancel a meeting.
  - 4.3.2 The Senate shall not meet during the final two (2) weeks of the Fall and Spring semesters or during University breaks, unless a special meeting is called.
- 4.4. Legislation Codification System
  - 4.4.1 All legislation shall be referenced by an eight (8) digit number, with the first four (4) digits being the year the Senate term begins, followed by a dash and the session number, and divided by a dash from the last three (3) digits that are consecutively numbered for legislation.
  - 4.4.2 The numbering of bills shall be separate from the numbering of Senate Orders.
  - 4.4.3 A suffix shall be attached to each eight (8) digit number, and these suffixes shall be used as divisions for codification as follows:
    - 4.4.3.1 Bills
      - 4.4.3.1.1. A – General Government Policy
      - 4.4.3.1.2. B – Policies and Procedures of the Executive Branch
      - 4.4.3.1.3. C – Policies and Procedures of the Judicial Branch
      - 4.4.3.1.4. E – Policies and Procedures for Elections
      - 4.4.3.1.5. F – Financial Legislation
      - 4.4.3.1.6. Y – Amendments to the Bylaws or Articles of Cooperation

## Student Government Bylaws

- 4.4.3.2 Senate Orders
  - 4.4.3.2.1. SA – Ratifications of Contracts and Agreements
  - 4.4.3.2.2. SC – Confirmations of Executive Nominations
  - 4.4.3.2.3. SD – Seating of Nominated Senators
  - 4.4.3.2.4. SE – Review of Executive Actions
  - 4.4.3.2.5. SF – Formation of Committees
  - 4.4.3.2.6. SG – Seating of Legislative Committees and Personnel
  - 4.4.3.2.7. SI – Requests for Impeachment
  - 4.4.3.2.8. SL – Policies and Procedures of the Legislative Branch
  - 4.4.3.2.9. SQ – Referendum Question
  - 4.4.3.2.10. SO – Ordered Resolutions
  - 4.4.3.2.11. SR – Opinion Resolutions
  - 4.4.3.2.12. SZ – Constitutional Amendments
  - 4.4.3.2.13. SP – Senate Proclamation
- 4.4.4 In the event that a piece of legislation has been divided, a unique number shall be assigned to the portion of the legislation divided out of the original legislation.
- 4.5. Procedures for Submitting Legislation for the Consideration of the Senate
  - 4.5.1 All legislation shall be submitted in the proper format, as determined by an Act of the Senate.
  - 4.5.2 A finance questionnaire, to be created by the finance director, shall be attached with all submitted financial legislation to fund a student club organization.
  - 4.5.3 To be considered for placement on the agenda, all legislation shall be submitted by Monday prior to a regular meeting of the Senate, at a time to be specified by the Speaker and posted in the office at the beginning of each session of the Senate.
  - 4.5.4 The Speaker of the Senate shall refer legislation to the appropriate Senate Committee.
    - 4.5.4.1 Finance Committee-legislation pertaining to the scope and mission statement of Finance Committee as delineated in the Bylaws.
    - 4.5.4.2 Rules Committee-legislation pertaining to the scope and mission statement of Rules Committee as delineated in the Bylaws, including:
      - 4.5.4.2.1. Seating Bills
    - 4.5.4.3 Student Initiatives Committee-legislation pertaining to the scope of the committee as delineated in the Bylaws.
    - 4.5.4.4 Public Relations Committee- legislation pertaining to the scope of the committee as delineated in the Bylaws.
    - 4.5.4.5 Civic Engagement Committee – legislation pertaining to the scope of the committee as delineated in the Bylaws.
  - 4.5.5 All referred legislation shall be sent back to the Speaker either “favorably”, “with no bias” or “unfavorably” by the relevant Committee.
    - 4.5.5.1 All referred legislation shall be sent back to the Speaker before the weekly bill submission deadline as established by the Speaker, during or prior to the third week following the first read of the referred bill.
      - 4.5.5.1.1. When returning legislation to the Speaker with the committee’s opinion on the bill(s) in question, the committee may also request that the Speaker utilize their authority to set the agenda to postpone the second read of the bill, providing a rational basis exists for the request.
      - 4.5.5.1.2. Should the referring committee request the delay of a bill’s second read, the Speaker shall confer with the primary and secondary authors of the bill to decide whether or not to grant the committee’s request.
      - 4.5.5.1.3. Should the three week period granted to committees to review legislation exceed the limit of the legislative session, bills shall be returned to the Speaker by committees prior to second read and the Speaker shall put them on the agenda prior to the close of the legislative session.
  - 4.5.6 Upon final receipt, the Speaker of the Senate shall place the legislation on the Agenda.
- 4.6. The Senate’s Orders of the Day
  - 4.6.1 Every meeting of the Senate shall follow the Orders of the Day, referred to by the Government as the Agenda, unless one (1) or both of the motions to “Amend the Agenda by Changing the Order of Business” and/or “Amend the Agenda” has been adopted by the Senate.
  - 4.6.2 The Agenda shall consist of the following components:
    - 4.6.2.1 Roll Call.
    - 4.6.2.2 The Pledge of Allegiance.
    - 4.6.2.3 Approval of the Minutes.
    - 4.6.2.4 Reports of Officers and Standing Committees:
      - 4.6.2.4.1. Reports of Standing Committees shall include necessary information

## Student Government Bylaws

- related to referred legislation for the benefit of Senate.
  - 4.6.2.4.2. Prior to each senate meetings, reports of officers and standing committees shall be sent via email to the speaker of the senate in which the speaker will then send all officer reports to the senate and cabinet via email.
  - 4.6.2.4.3. Officers and standing committees shall provide an oral report during senate meetings, only discussing important highlights and time-sensitive information.
    - 4.6.2.4.3.1 Committee reports will be limited to five (5) minutes in length in total
      - 4.6.2.4.3.1.1 The Finance Committee report may take up to five (5) minutes when necessary, but is encouraged to stay within the three (3) minute limit that all other committee reports must adhere to.
  - 4.6.2.4.4. Rules Committee, as presented by the Speaker of the Senate or their designee.
  - 4.6.2.4.5. Finance Committee, as presented by the Finance Director or their designee.
  - 4.6.2.4.6. Public Relations Committee, as presented by the Committee chair or their designee.
  - 4.6.2.4.7. Student Initiatives Committee, as presented by the Committee chair or their designee.
  - 4.6.2.4.8. Civic Engagement Committee, as presented by the Committee Chair or their designee.
  - 4.6.2.5 Reports of Special Committees, which consist of:
    - 4.6.2.5.1. Special Committees, as created by an Order of the Senate and presented by the committee chair.
    - 4.6.2.5.2. Ad-hoc Committees, as created by the Speaker of the Senate or by the motion to Refer and presented by the committee chair.
  - 4.6.2.6 Comments from the Executive Branch.
    - 4.6.2.6.1 Comments from the Executive Branch will be limited to five (5) minutes in length in total
  - 4.6.2.7 Programs, which shall be special presentations given to the Senate for informational purposes.
  - 4.6.2.8 External Matters
    - 4.6.2.8.1 Student Organization Funding Requests
    - 4.6.2.8.2 Legislation put forth where a relevant party not affiliated with Student Government is present
  - 4.6.2.9 Internal Matters
    - 4.6.2.9.1 Special Orders, which shall consist of:
      - 4.6.2.9.1.1 The following types of legislation shall be automatically placed in this section
        - 4.6.2.9.1.1.1 Seating of nominated Senators
        - 4.6.2.9.1.1.2 Confirmations of Executive Nominations
        - 4.6.2.9.1.1.3 Seating of Legislative Committees and Personnel
        - 4.6.2.9.1.1.4 Review of Executive Actions
        - 4.6.2.9.1.1.5 Senate Proclamations
        - 4.6.2.9.1.1.6 Any item made a special order under Section 41 of the parliamentary authority
      - 4.6.2.9.1.2 Motions to override executive vetoes may be considered under this section
    - 4.6.2.9.2 General Orders, which shall consist of all other legislation Currently being considered in its second reading not considered in External Matters
      - 4.6.2.9.2.1 General orders that do not relate to funding may be considered at any Senate meeting
  - 4.6.2.10 New Business, which consists of all legislation currently being considered In its first reading
  - 4.6.2.11 Closing Announcements
- 4.6.3 The Speaker of the Senate shall set the Agenda. Changing the order of the Agenda or the addition of items to the Agenda may only be done through a two-thirds (2/3) vote of the Senate.
- 4.6.4 The Agenda for a meeting of the Senate and legislation placed on the Agenda of a meeting of the

## Student Government Bylaws

Senate shall be available for visual examination twenty-four (24) hours prior to any meeting of the Senate.

### 4.7. Rules of Programs

#### 4.7.1 Timeline of Programs

4.7.1.1 Programs shall be set by the Speaker at the Speaker's discretion.

4.7.2 Debate shall not be permitted.

#### 4.7.3 Rules of Speaking

4.7.3.1 Speaking privileges during programs shall follow the rules delineated by section 4.9.

### 4.8. Rules for the Reading of Legislation

4.8.1 All legislation shall require two (2) readings, at least forty-eight (48) hours apart, when considered by the Senate unless otherwise designated.

4.8.2 Bills for Seating Nominated Senators, Confirming Executive Nominations, or Seating Legislative Committees or Personnel shall, as well as the Monthly Discretionary Recommendations only require one (1) reading before being considered and debated by the Senate.

#### 4.8.3 First Reading of Legislation (for legislation requiring two (2) readings)

4.8.3.1 The author of the legislation or his or her designee shall read the legislation. All or a portion of the reading may be waived by unanimous consent.

Changes to the legislation shall only be in order by unanimous consent.

4.8.3.2 The author of the legislation may speak to the legislation for up to five (5) minutes.

4.8.3.3 Each senator may ask the author a single question of intent; no other debate is in order.

4.8.3.4 The author of the legislation or his or her designee may move that the second reading of the legislation be waived.

4.8.3.5 The motions to amend, to divide the question, postpone indefinitely, and for previous question shall not be in order.

#### 4.8.4 Second Reading of Legislation (or first reading if the legislation only requires one reading)

4.8.4.1 The author of the legislation, or his or her designee, shall read the title of the legislation only. If this is the first reading of the legislation, the author or his or her designee shall read the entire legislation.

4.8.4.2 The author of the legislation may speak to the legislation for up to five (5) minutes.

### 4.9. Rules of Debate

4.9.1 Debate on any legislation shall be limited to forty-five (45) minutes.

4.9.1.1 Total debate time on such legislation shall include time spent on subsidiary motions.

4.9.1.2 Motions to extend debate shall be permitted, as delineated in the Parliamentary Authority.

4.9.2 After being recognized by the Chair and receiving the Consent of the Senate, any member of the Student Body shall be allowed to speak during Open Forum and/or to any legislation, provided the student states their name and college.

4.9.3 Each student and senator shall be allowed two (2) five (5) minute speaking privileges on any one motion, except when granted the Consent of the Senate for an additional five (5) minute speaking privilege.

4.9.4 When granted the floor, a Senator may transfer their speaking time to another Senator or member of the gallery at any point in their allotted time, provided that this time may not be transferred again by its recipient.

4.9.5 All amendments shall be submitted in the proper, written format, as determined by an Act of the Senate.

### 4.10. Final Votes on Legislation

4.10.1 The final vote on all legislation shall be done by roll call vote, a division of the body, or by unanimous consent.

4.10.2 The final vote on financial legislation shall be approved by two-thirds of present Senators, unless it is from the Annual Allocations Account, which shall require 2/3 of seated Senators.

4.10.3 The final vote on motions to override an executive veto shall be done by roll call vote.

4.10.4 All roll call votes shall be recorded as to the vote of each Senator on each question.

4.10.5 Roll call votes shall be considered part of the permanent record of the meeting of the Senate at which the vote was taken.

4.10.6 A roll call vote shall be the method of voting held on any question upon the request of any two Senators.

### 4.11. Signing of Legislation

## Student Government Bylaws

- 4.11.1 The Chair of the Senate meeting at the time when the legislation was disposed shall sign the legislation within two (2) calendar days to attest to the final outcome of the legislation.
- 4.11.2 If the legislation is a bill, it shall be released from Senate upon adjournment of the meeting.
- 4.11.3 If the legislation is a Senate Order, implementation of the Senate Order shall begin immediately following the adjourning of the senate meeting.
  - 4.11.3.1 A Senate Order seating a new senator shall take effect immediately following an affirmative vote and oral oath.
- 4.12. Motions Not Delineated by the Parliamentary Authority
  - 4.12.1 The Main Motion to “Amend the Agenda”.
    - 4.12.1.1 This motion shall be in order when no other motion is pending.
    - 4.12.1.2 The motion requires a second.
    - 4.12.1.3 The motion shall be debatable but not amendable.
    - 4.12.1.4 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of the Senate.
    - 4.12.1.5 The motion shall not be reconsidered.
  - 4.12.2 The Subsidiary Motion to “End the Period of Discussion”
    - 4.12.2.1 This motion shall be in order when the Senate is under Programs, and when no other motion is pending.
    - 4.12.2.2 Any senator may introduce the motion.
    - 4.12.2.3 The motion requires a second.
    - 4.12.2.4 The motion shall be amendable but not debatable.
    - 4.12.2.5 A vote to adopt this motion shall be an affirmative two-thirds (2/3) vote voting senators.
  - 4.12.3 The Incidental Motion to “Amend the Agenda by Changing the Order of Business”
    - 4.12.3.1 This motion shall be in order when no other motion is pending.
    - 4.12.3.2 Any senator may introduce the motion.
    - 4.12.3.3 The motion requires a second.
    - 4.12.3.4 The motion shall be debatable but not amendable.
    - 4.12.3.5 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote voting senators.
    - 4.12.3.6 The motion shall not be reconsidered.
  - 4.12.4 The Subsidiary Motion to “Waive the Second Read”
    - 4.12.4.1 This motion shall be the lowest ranking subsidiary motion.
    - 4.12.4.2 Only the author of the legislation, or their designee during the first read of the legislation, may introduce the motion.
    - 4.12.4.3 The motion requires a second.
    - 4.12.4.4 The motion shall be debatable but not amendable.
    - 4.12.4.5 Debate on the motion shall not exceed ten (10) minutes.
    - 4.12.4.6 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote voting senators.
    - 4.12.4.7 The motion shall not be reconsidered.
  - 4.12.5 The Subsidiary Motion to “Extend Debate to Line Items”
    - 4.12.5.1 This motion shall rank immediately below the motion to “Limit or Extend Limits of Debate”.
    - 4.12.5.2 Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
    - 4.12.5.3 The motion shall be in order only after the motion to divide the question is adopted by the Senate on the aforementioned legislation.
    - 4.12.5.4 The motion shall only be applied to a single organization each time the motion is introduced.
    - 4.12.5.5 The motion requires a second.
    - 4.12.5.6 The motion shall be debatable but not amendable.
    - 4.12.5.7 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
    - 4.12.5.8 The motion may be reconsidered.
  - 4.12.6 The Subsidiary Motion to “Amend the Group’s Allocation Budget”
    - 4.12.6.1 Any senator may introduce the motion on the “Regular Allocations Recommendations for the Next Fiscal Year” bill.
    - 4.12.6.2 The motion shall be in order only after the group’s budget has been recommitted to Finance Committee with recommendations at least twice.
    - 4.12.6.3 The motion requires a second.
    - 4.12.6.4 The motion shall be debatable and amendable.

## Student Government Bylaws

- 4.12.6.5 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of voting senators.
- 4.12.6.6 The motion may be reconsidered.
- 4.12.7 Additional Rules for the Motion to “Amend Something Previously Adopted”
  - 4.12.7.1 This motion may only be applied to a Senate Bill or Senate Order before the Chair of the Senate meeting at the time when the legislation was disposed of has signed the bill.
  - 4.12.7.2 A Senate Bill or Senate Order can be used to rescind or supersede a previous Senate Bill or Senate Order, respectively, as long as the action can be rescinded or undone.
- 4.12.8 The “Class B” motion, as stated in the Parliamentary Authority, to “Override an Executive Veto”
  - 4.12.8.1 This motion shall be in order when no other motion is pending.
  - 4.12.8.2 The motion shall be in order only during one of the two regular meetings of the Senate immediately following a presidential veto of a Senate bill.
  - 4.12.8.3 The motion requires a second.
  - 4.12.8.4 The motion shall be debatable but not amendable.
  - 4.12.8.5 The vote to adopt this motion shall be an affirmative two-thirds (2/3) vote of seated senators.
  - 4.12.8.6 The motion may be reconsidered only during the same meeting of the Senate.
- 4.12.9 The Privileged Motion to “Call for Quorum”
  - 4.12.9.1 This motion shall be in order when quorum is determined not to be present and takes precedence over all motions with the exception of the motion to “Adjourn” or the motion to “Recess”.
  - 4.12.9.2 Any senator may introduce the motion.
  - 4.12.9.3 The motion shall not require a second.
  - 4.12.9.4 The motion shall not be debatable or amendable.
  - 4.12.9.5 Upon the making of this motion the Chair shall make a reasonable attempt to attain quorum for the continuation of the Senate’s business.
- 4.12.10 The Subsidiary Motion to Remove a Bill from Committee
  - 4.12.10.1 This motion shall be in order only in the General Orders portion of the agenda, and when no other motion is pending.
  - 4.12.10.2 Any senator may introduce the motion.
  - 4.12.10.3 The motion requires a second.
  - 4.12.10.4 The motion shall be debatable and amendable.
  - 4.12.10.5 The vote to adopt this motion shall be an affirmative majority vote.
  - 4.12.10.6 The motion shall not be reconsidered during the same meeting.
  - 4.12.10.7 Upon the adoption of this motion, the respective bill shall automatically be placed at the end of General Orders.
- 4.12.11 The incidental motion to “waive a bylaw”.
  - 4.12.11.1 This motion shall be in order only for bylaws having to do with the operating procedure of the Senate or Senate committees (Chapters 4 and 5).
  - 4.12.11.2 Any Senator may introduce the motion.
  - 4.12.11.3 The motion is in order when no other motion is pending.
  - 4.12.11.4 The motion requires a second.
  - 4.12.11.5 The motion shall be debatable and amendable
  - 4.12.11.6 The motion shall require an affirmative two-thirds vote of seated Senators.
- 4.13. Special Rules and Procedures for the Consideration of the “Regular Allocations Recommendations for the Next Fiscal Year” Bill and the “Monthly Discretionary Allocations Recommendations”
  - 4.13.1 Discussion of line items of individual organizations within these bills shall be prohibited unless this prohibition is removed by the motion to “Extend Debate to Line Items”.
  - 4.13.2 Individual organization’s budgets shall not be amendable except when bylaw 4.12.6 is in order.
  - 4.13.3 After the author of the legislation has read the legislation for the second reading, the Chair shall ask the Senate if there are any motions to “Divide the Question”, as stated in Section 27 of the Parliamentary Authority, but shall only divide out one (1) organization at a time for separate consideration.
  - 4.13.4 Once all motions to “Divide the Question” have been made, the Senate shall consider the remaining portion of the legislation.
    - 4.13.4.1 In the event that the remaining portion of the legislation does not receive the Consent of the Senate, each organization contained in the remaining portion of the original legislation shall be automatically divided out and disposed of



## Student Government Bylaws

- individually.
- 4.13.4.2 In the event that the remaining portion of the legislation is adopted by a majority vote of the Senate, the Senate shall immediately recess for ten (10) minutes.
- 4.13.5 Once reconvened, the Senate shall consider the organizations that were divided out in the order that they were divided out.
- 4.13.6 The Senate, in addition to the rules for debate, has the following options for disposal of an individual organization's budget:
  - 4.13.6.1 Dispose of the organization by passing the Finance Committee's recommendation.
  - 4.13.6.2 Dispose of the organization by rejecting the Finance Committee's recommendation, which zero-funds the organization in question.
  - 4.13.6.3 Introduce the motion to "Recommit a Pending Question to Committee", as stated in Section 13 of the Parliamentary Authority.
- 4.13.7 Each organization divided out shall be disposed of before the consideration of the next organization divided out.
- 4.14. Special Rules and Procedures for the Review of Executive Branch Actions
  - 4.14.1 Any Senate review of actions of the Executive branch shall be done by introducing and disposing of a Senate Order to Review Executive Actions.
  - 4.14.2 Such Senate Orders shall be debatable and amendable.
- 4.15. Special Rules and Procedures for Contract and Agreement Ratification
  - 4.15.1 Any Senate ratification of contracts and agreements shall be done by introducing and disposing of a Senate Order for Contracts and Agreements.
  - 4.15.2 Such Senate Orders shall be debatable but not amendable.
- 4.16. Special Rules for Governmental Policy' Senate Bills and Orders
  - 4.16.1 All codified bills and orders as delineated by the Bylaws shall expire on the last day of the third session of the outgoing senate.
  - 4.16.2 During the first meeting of the first session of the incoming senate, the Senate shall review all previously standing policies and move on them in one of the following ways:
    - 4.16.2.1 Move to retain policy previously adopted or move to discard policy previously adopted.

## Chapter 5. Senate Policy

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- 5.1. Qualifications of a Constituency Council
  - 5.1.1 The organization shall meet all of the following qualifications:
    - 5.1.1.1 Through the use of meetings with constituents, the organization shall facilitate the flow of information from students to SG and vice versa.
  - 5.1.2 In the event that the organization does not meet these qualifications, legislation shall be authored to review its status as the SG—recognized Constituency Council.
    - 5.1.2.1 Any legislation that removes a constituency council must name a replacement constituency council.
- 5.2. The Recognized Constituency Councils
  - 5.2.1 The Government recognizes the following councils as the official constituency councils by college:
    - 5.2.1.1 Agriculture and Life Sciences—Agricultural & Life Sciences Student Council
    - 5.2.1.2 Business—Ivy Student Council
    - 5.2.1.3 Design—Design Council
    - 5.2.1.4 Human Sciences—Human Sciences Council
    - 5.2.1.5 Engineering—Engineering Student Council
    - 5.2.1.6 Graduate—Graduate and Professional Student Senate
    - 5.2.1.7 Liberal Arts and Sciences—Liberal Arts and Sciences Council
    - 5.2.1.8 Veterinary Medicine— Graduate and Professional Student Senate
  - 5.2.2 The Government recognizes the following councils as the official constituency councils by residence area:
    - 5.2.2.1 Constituency as delineated by the Constitution
      - 5.2.2.1.1 Inter-Residence Hall Area — Inter-Residence Hall Association
      - 5.2.2.1.2 Frederiksen Court Community—Frederiksen Court Community Council
      - 5.2.2.1.3. Interfraternity Housing Area—Interfraternity Council
      - 5.2.2.1.4 Off Campus Residence Area - United Residents Off Campus
      - 5.2.2.1.5 Panhellenic Housing Area – Collegiate Panhellenic Council
    - 5.2.2.2 Subconstituency as delineated by the Constitution:

## Student Government Bylaws

### 5.2.2.2.1 Schilletter/University Village Community – Schilletter University Village

#### 5.3. Seating of Senators

- 5.3.1 Upon receiving a plurality in a general election or being duly nominated by their constituency council, the student shall be titled a Senator-Elect.
- 5.3.2 Upon accepting the Oath of Office as Delineated in the Constitution, the Senator-Elect shall become a fully seated Senator and shall receive all rights and duties thereof.
- 5.3.3 If a Senator-Elect fails to take the Oath of Office within the first session of the Senate when elected in a general election or within three weeks of their nomination when appointed by a constituency council, the seat shall be considered vacant.
- 5.3.4 The Oath of Office shall be administered verbally by the Speaker at any time before the end of the first session of the Senate. The Senator shall then sign a written copy of the Oath of Office to be kept in government records by the Speaker.

#### 5.4. Rights and Responsibilities of Senators

- 5.4.1 All senators shall make frequent efforts to communicate with their constituents.
- 5.4.2 All senators shall communicate and describe to their constituents and constituency councils all Government offices, committees, and positions that are open to all students.
- 5.4.3 All senators shall serve on a Senate or University committee.
- 5.4.4 Senate Committees minimum membership shall be filled before vacancies on University Committees with the exceptions of the following:
  - 5.4.4.1 Special Student Fees and Tuition Committee
  - 5.4.4.2 CyRide Board of Trustees
- 5.4.5 No senator shall be required to vote as their constituency council directs.
- 5.4.6 Attendance
  - 5.4.6.1 Senate Meetings
    - 5.4.6.1.1. All senators shall attend all Senate meetings unless excused by the Vice President.
      - 5.4.6.1.1.1. The Vice President shall approve or deny petitions for excused absences.
      - 5.4.6.1.1.2. The Vice President shall keep all petitions for excused absences on file for the remainder of the session.
    - 5.4.6.1.2. The Chair of the Senate may excuse senators for being tardy or leaving early.
    - 5.4.6.1.3. Each instance of a senator receiving two (2) unexcused tardies will result in one (1) unexcused absence.
    - 5.4.6.1.4. Any senator who leaves a Senate meeting unexcused early without approval of the chair shall be charged with an unexcused absence.
    - 5.4.6.1.5. Being charged with an unexcused absence shall be considered nonfeasance of duty.
    - 5.4.6.1.6. Any five (5) total Senate meeting unexcused absences shall be considered a third occurrence of nonfeasance.
    - 5.4.6.1.7. All senate nominees are required to attend he senate meeting in which their seating bill will be heard unless excused by the speaker.
  - 5.4.6.2 Senate Committee Meetings
    - 5.3.6.2.1 All committee members shall attend all meetings of the committee(s) to which they are Members unless excused by the committee chair.
    - 5.3.6.2.2 Any committee member who is tardy to committee meetings on two (2) or more Occasions shall be charged with an unexcused absence.
    - 5.3.6.2.3 Any committee member who leaves a committee meeting early shall be charged with an Unexcused absence..
    - 5.3.6.2.4 Being charged with two (2) unexcused absences shall be considered nonfeasance of duty.
      - 5.4.6.3 Constituency Council Meetings
        - 5.4.6.3.1. The constituency council shall delineate the process by which a senator may be excused from a constituency council meeting.
        - 5.4.6.3.2. The highest executive officer of the constituency council shall be responsible for notifying the Speaker of the Senate of unexcused absences.
          - 5.4.6.3.2.1. The Speaker of the Senate shall notify the highest executive officer of each constituency council of this requirement.
        - 5.4.6.3.3. Upon receipt of recorded unexcused absences the Speaker shall carry out the following actions
          - 5.4.6.3.3.1. Missing of 2 meetings in a term due to unexcused absences shall deliver the first occurrence of a nonfeasance of duty
          - 5.4.6.3.3.2. Missing of 3 meetings in a term due to unexcused absences shall deliver the second occurrence of a nonfeasance of duty

## Student Government Bylaws

5.4.6.3.3. Missing of 5 meetings in a term due to unexcused absences shall deliver the third occurrence of a nonfeasance of duty

### 5.4.6.4 Senator Office Hours

5.4.6.4.1. Senators shall be present in the Student Government office space for no less than one (1) hour per business week at the convenience of the senator

5.4.6.4.2. The Vice Speaker of the Senate shall be in charge of compelling and tracking attendance

5.4.6.4.3. Any senator missing two (2) weeks of office hours shall be considered nonfeasance of duty

5.4.6.4.4. Time spent in committee meetings do not count towards the required time present in the office

### 5.4.7

## 5.5. Officers of the Senate

5.5.1 The duties and responsibilities of the Speaker of the Senate shall include, but are not limited to, the following:

5.5.1.1 Act as the official representative of the Legislative branch.

5.5.1.2 Author any Legislation mandated by Government Law or for the efficient operation of the Government.

5.5.1.3 Determine appropriate codification for legislation.

5.5.1.4 Set the agenda for meetings of the Senate.

5.5.1.5 Authorize all programs and presentations for meetings of the Senate.

5.5.1.6 Sign all letters and documents necessary to carry out the will of the Senate.

5.5.1.7 Create and discharge ad-hoc committees and the committees' membership.

5.5.1.8 Call, with reasonable cause, any Legislative body into meeting with forty-eight (48) hours written notice.

5.5.1.9 Forward a copy of relevant correspondence to the Vice President.

5.5.1.10 Notify the highest executive officer of the appropriate constituency council of any vacant Senate seats in that constituency.

5.5.1.11 Implement all other actions necessary for the efficient and effective administration of the Legislative branch.

5.5.1.12 Act as the parliamentarian, with the advice of the Vice Speaker, when questions of parliamentary procedure arise.

5.5.1.12.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee as determined by the chair of the Senate shall be consulted.

5.5.1.13 The Speaker of the Senate, or their designee, shall be responsible for planning and executing a yearly retreat for all branches of the government.

5.5.1.14 The Speaker of the Senate, or their designee, shall be responsible for keeping a document that records all nonfeasance, misfeasance, and malfeasances given to Senators over the course of each term

5.5.1.14.1. This aforementioned feasant tracking document, with reasons of feasances redacted, must be available for distribution should someone request it

5.4.1.13.1 All Senators shall be required to attend the yearly Student Government retreat, unless excused by the Speaker

5.4.1.13.2 This retreat shall serve the purpose of educating senators and cabinet members about SG operations, and to provide an environment for SG members to interact and establish relationships.

5.4.1.13.3 The retreat shall be held during the second session of the term, during a time within the first four weeks of the second session

5.5.1.15 Serve a minimum of 10 in-office hours a week.

5.5.2 The duties and responsibilities of the Vice Speaker of the Senate shall include, but are not limited to, the following:

5.5.2.1 Implement all Senate Orders adopted by the Senate.

5.5.2.2 Directly assist the Speaker of the Senate in the efficient and effective administration of the Legislative branch.

5.5.2.3 Maintain the Legislative branch's files in the SG office.

5.5.2.4 Complete any other duties, as assigned by the Speaker of the Senate.

5.5.2.5 Assume the duties and responsibilities of the Speaker of the Senate in their absence.

5.5.2.6 Assume the duties, responsibilities, and title of the Speaker of the Senate upon extended absence, resignation, or removal of the Speaker of the Senate

## Student Government Bylaws

- or in the event that the Speaker of the Senate has assumed the duties, powers, and title of acting President.
  - 5.5.2.7 Advise the Speaker of the Senate in deciding matters of parliamentary procedure.
    - 5.5.2.7.1. Should the Vice Speaker be unavailable, the most senior member of the Rules Committee, as determined by the chair of the Senate shall be consulted.
    - 5.5.2.8 The vice speaker of the senate shall be responsible monitoring the senate mentorship program.
      - 5.5.2.8.1. The outgoing vice speaker shall have mentors paired with mentees by the first meeting of the first session.
      - 5.5.2.8.2. The vice speaker shall pair individuals based on their discretion.
    - 5.5.2.9 The vice speaker of the senate shall be responsible for Senator Office Hours, in accordance with 5.3.6.4
      - 5.5.2.9.1. The vice speaker shall have the authority to construct and administer this program as they see fit, provided that he or she has an accountability/tracking system easily accessible for senators.
      - 5.5.2.9.2. The vice speaker will report accountability for the business week to the speaker of the senate at the end of every Friday no later than 5:00 PM to address any missed hours and to issue any warranted nonfeasance.
    - 5.4.2.10 The Vice-Speaker shall author a weekly report of Senate meetings and Cabinet activities and send it to the Cabinet and the Senate.
  - 5.5.3 The Senate may establish other Officers of the Senate at the Senate's discretion. The Vice Speaker of the Senate shall be responsible for these officers.
  - 5.5.4 In the event that Officers of the Senate are absent or cannot fulfill their duties, the duties of the Officers of the Senate shall be filled by the longest tenured members of Rules Committee in the order defined in Bylaw 5.4.4.1.
    - 5.5.4.1 The order shall be Speaker, Vice Speaker, and then any other officers in order of creation.
  - 5.5.5 In the event that Officers of the Senate are absent or cannot fulfill their duties, and there are no more member of Rules Committee to fill the roles of Officers of the Senate, then the Officers of the Senate positions will be filled by the longest tenured members of Senate in the order defined in Bylaw 5.4.4.1
  - 5.6. Clerk of the Senate
    - 5.6.1 The Vice President shall interview and nominate a student for the position of "Clerk of the Senate" before the first Senate meeting of the Senate's term.
    - 5.6.2 In the event that the position of Clerk of the Senate becomes vacant, the Vice President shall interview and nominate a replacement within two Senate meetings of the position becoming vacant.
    - 5.6.3 The Senate shall consider the Vice President's nomination during Special Orders of the Senate meeting immediately following the Vice President's nomination.
    - 5.6.4 The Clerk of the Senate shall submit the typed minutes of a meeting of the Senate within three (3) class days to the Vice President.
  - 5.7. Disciplinary Policy and Removal
    - 5.7.1 In the event that an individual fails to meet the qualifications of office, the Rules Committee shall author legislation for the removal of the individual in question.
      - 5.7.1.1 The legislation shall be in the form of a Senate Order.
    - 5.7.2 Malfeasance, misfeasance, or nonfeasance of duties shall be grounds for disciplinary action.
      - 5.7.2.1 "Malfeasance" shall be defined as wrongdoing by a member of Student Government.
      - 5.7.2.2 "Misfeasance" shall be defined as a wrongful excise of lawful authority.
- "Nonfeasance" shall be defined as failure to perform an act that is required by Government Law.
- 5.7.2.3
  - 5.7.2.4 Upon the first occurrence of malfeasance, misfeasance, or nonfeasance, the Speaker of the Senate shall contact the individual in question to discuss the alleged breach of Government Law.
    - 5.7.2.4.1. In the event of a nonfeasance, the Speaker of the Senate shall inform the individual in question of Government Law.
    - 5.7.2.4.2. In the event of a malfeasance or misfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach.
      - 5.7.2.4.2.1. The Rules Committee, upon completing the investigation, may:
        - 5.7.2.4.2.1.1. Dismiss all charges of misconduct.
        - 5.7.2.4.2.1.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.

## Student Government Bylaws

- 5.7.2.4.2.1.3. Author a Senate Order censuring the individual in question.
- 5.7.2.4.2.1.4. Author legislation for the removal of the individual in question.
  - 5.7.2.4.2.1.4.1. The legislation shall be in the form of a Senate Order.
- 5.7.2.5 Upon the second occurrence of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall hold investigative hearings to discuss the alleged breach. The Rules Committee, upon completing the investigation, may:
  - 5.7.2.5.1. Dismiss all charges of misconduct.
  - 5.7.2.5.2. Report to the Senate that the violation of Government Law is minor and warrants no further action.
  - 5.7.2.5.3. Author a Senate Order censuring the individual in question.
  - 5.7.2.5.4. Author Senate legislation for the removal of the individual in question.
- 5.7.2.5.4.1. The legislation shall be in the form of a Senate Order.
  - 5.7.2.6 Upon the third occurrence (and every single additional occurrence thereafter) of malfeasance, misfeasance, or nonfeasance, the Rules Committee shall author legislation for the removal of the individual in question immediately following the third occurrence.
    - 5.7.2.6.1. The legislation shall be in the form of a Senate Order.
  - 5.7.2.7 In the event that the Speaker of the Senate is the senator in question, the Vice Speaker of the Senate shall handle all procedures for disciplinary action.
- 5.7.3 Consideration of legislation to remove an individual
  - 5.7.3.1 The individual shall have the right to remain present at the Senate meeting during the entire consideration of the legislation.
  - 5.7.3.2 The individual shall have the right to speak.
  - 5.7.3.3 These provisions shall apply to all persons serving on Senate committees.
- 5.8. Access to the SG Office and Equipment
  - 5.8.1 All Senators and Senate committee members shall have access to the West Student Office Space, specifically the Senate Office, in the Memorial Union.
  - 5.8.2 All Finance Committee members shall have access to the West Student Office Space, specifically the Leadership Office, in the Memorial Union.
- 5.9. Computer and Digital Usage Polity
  - 5.9.1 Senators shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.
  - 5.9.2 Senators shall not use any social networking sites or any communications software during Student Government senate meetings.
  - 5.9.3 Senators shall not use their computers or digital devices for any personal activities, such as homework or text messaging, and may only use their computers or digital devices for SG related activities during Student Government senate meetings.
- 5.10. Work Sessions
  - 5.10.1 Work sessions can be held during any session as a means to provide an environment for senators and cabinet members to collaborate on projects, student issues, senate bills, et cetera.
  - 5.10.2 Work sessions shall be held on Wednesday evenings at 6 p.m. on a date and location determined by the Speaker.
    - 5.10.2.1 The Speaker must notify the senate and cabinet of a working session at least 24 hours prior to the scheduled session time.
  - 5.10.3 All senators are required to attend any working session when the session is scheduled before the end of the regular senate meeting the week prior.

## Chapter 6. Executive Branch

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- 6.1. The President Shall:
  - 6.1.1 Appoint members of the Cabinet, with the approval of a majority vote of seated Senators, to assist in the efficient operation of the Executive branch.
  - 6.1.2 Submit to the Speaker, who shall author the Order for the Senate's consideration, names of executive nominations requiring Senate confirmation a minimum of twenty-four (24) hours in advance to the deadline for consideration for placement of legislation on the agenda.
  - 6.1.3 Manage the cabinet on a daily basis.
  - 6.1.4 Work with the Vice President and members of the Executive Cabinet to accomplish projects and goals.
  - 6.1.5 Serve a minimum of ten (10) office hours per week in the SG office.
- 6.2. The Vice President shall:
  - 6.2.1 Serve as the chair during Senate meetings.

## Student Government Bylaws

- 6.2.2 Serve on committees as directed by the President.
  - 6.2.3 Work with the President and member of the Executive Cabinet to accomplish projects and goals
  - 6.2.4 Assist the President in the management of the Cabinet on a daily basis.
  - 6.2.5 Assist the President in the appointment of Cabinet seats and other Executive offices.
  - 6.2.6 Represent members of the Executive branch at Government and University meetings or functions, as directed by the President.
  - 6.2.7 Recommend changes to the structure of the Cabinet to the President as deemed necessary.
  - 6.2.8 Serve a minimum ten (10) office hours per week in the SG office.
- 6.3. Composition of the Cabinet
- 6.3.1 The Executive Cabinet shall include the following positions:
    - 6.3.1.1 Chief of Staff
    - 6.3.1.2 Director of ISU Ambassadors
    - 6.3.1.3 Director of Information Technology
    - 6.3.1.4 Director of Student Diversity
    - 6.3.1.5 Ex-Officio Ames City Council Student Liaison
    - 6.3.1.6 Director of Sustainability
    - 6.3.1.7 Director of Academic Affairs
    - 6.3.1.8 Webmaster
    - 6.3.1.9 Senior Director of Communications
    - 6.3.1.10 Director of Outreach
  - 6.3.2 A member of Cabinet shall be appointed as the Risk Manager who shall maintain the SG Operations Manual in accordance with the Student Organization Recognition Policy.
  - 6.3.3 Ad-hoc Cabinet seats may be established by an executive order to serve specific needs of the Student Body.
    - 6.3.3.1 The duties and responsibilities of the ad-hoc Cabinet seat shall be defined in the Executive Order establishing the seat.
- 6.4. Responsibilities of the Cabinet
- 6.4.1 The Executive Cabinet as a whole shall:
    - 6.4.1.1 Act to assist the President in the efficient operation of the Executive branch.
    - 6.4.1.2 Meet a minimum of once each month, during the fall and spring semesters, to apprise the President of initiatives.
    - 6.4.1.3 Perform other duties as assigned by the President or directed through the Vice President.
  - 6.4.2 The Chief of Staff shall:
    - 6.4.2.1 Assist the President and the Vice President with the administration of the Executive Branch
    - 6.4.2.2 Fill the constitutionality required sole of Secretary
      - 6.4.2.2.1. The Chief of Staff shall be able to designate the rights and or responsibilities of Secretary to any member of the Cabinet at will.
  - 6.4.3 The Director of ISU Ambassadors shall:
    - 6.4.3.1 Apprise the President of actions of state, federal, and foreign governments and agencies pertaining to the Student Body.
    - 6.4.3.2 Act as the liaison between state, federal, and foreign governments and agencies and the Government.
    - 6.4.3.3 Act as the chief lobbyist of the Government.
    - 6.4.3.4 Serve as the liaison between the ISU Ambassadors and the Government.
    - 6.4.3.5 Regularly communicate with the Iowa State University Office of Government Relations.
  - 6.4.4 The Director of Student Diversity and Inclusion shall:
    - 6.4.4.1 Manage issues of Student Diversity and consider all students who believe they have a diverse need.
    - 6.4.4.2 Shall serve as a liaison between the Government and all external diversity initiative as well as campus entities promoting campus diversity and inclusion
      - 6.4.4.2.1. Dimensions of diversity include but are not limited to culture, ethnicity, gender identification and presentation, language and linguistic ability, physical ability and quality, race, sexual orientation, military experience.
    - 6.4.4.3 Advise the Government in ways to ensure it faithfully advocates and extends its services to a spectrum that represents the diversity of the student population.

## Student Government Bylaws

- 6.4.4.3.1. Deliver weekly reports to the Senate on initiatives or issues facing Iowa State students or the nation.
  - 6.4.4.3.2. Shall serve on the Vice President of Diversity and Inclusion's Council and Advisory Board.
  - 6.4.4.4 Chair the committee on Student Diversity
    - 6.4.4.4.1.1. The Committee on Student Diversity shall consist of two Senators, and ten At-Large members that are selected by the Director of Student Diversity.
    - 6.4.4.4.1.2. The Director of Student Diversity shall deliver the names of the at-large nominees to the Speaker, who shall propose a Senate Order for the Senate's consideration.
    - 6.4.4.4.1.3. Each Member of the committee shall act liaison to one of the following
      - 6.4.4.4.1.3.5. LGBTA Liaison
      - 6.4.4.4.1.3.6. International Students
      - 6.4.4.4.1.3.7. Students with Disabilities
      - 6.4.4.4.1.3.8. Multicultural Students
    - 6.4.4.4.1.4. One Senator shall act as the vice chair on the committee
      - 6.4.3.4.1.4.1 The vice chair shall take over the duties of chairing the committee under the circumstance that the Director of Student Diversity cannot serve as chair
      - 6.4.3.4.1.4.2 The vice chair shall be responsible for communication with student organizations as well as with the Senate.
- 6.4.4 *Ex-Officio* Ames City Council Student Liaison
- 6.4.4.1 According to City Council Resolution No. 03-066, the person nominated by the President shall be:
    - 6.4.4.1.1 A registered student, enrolled at least half-time, at Iowa State University whose address is also in the City of Ames, Iowa.
    - 6.4.4.1.2 A student with leadership, communication skills, desire to serve and applicable experience.
    - 6.4.4.1.3 A student whose schedule will permit the appointee to attend every meeting of the City Council, including during the summer months of June, July and August.
    - 6.4.4.1.4 A student dedicated to serving in the best interests of the relationship between the City of Ames, Iowa and the students of Iowa State University who live in the city.
  - 6.4.4.2 The *Ex-Officio* Liaison shall:
    - 6.4.4.2.1 Serve as the primary representative of the Student Government in relation to the city government of Ames.
    - 6.4.4.2.2 Assist the Ames City Council and Student Government in effective communication and collaboration on community issues concerning students.
    - 6.4.4.2.3 Apprise the President of actions of local government and agencies.
  - 6.4.4.3 The President may recommend the removal of the *Ex-Officio* Liaison to the Mayor of the City of Ames for any of the following reasons, outlined in section ten (10) of the Ames City Council Resolution No. 03-066:
    - 6.4.4.3.1 Two unexcused absences
    - 6.4.4.3.2 Failure to completely act as a liaison between the city and students
    - 6.4.4.3.3 Inappropriate behavior at Council meetings
    - 6.4.4.3.4 Inappropriate behavior outside of Council meetings that is detrimental to the interest of the students and the City
- 6.4.5 The Director of Sustainability shall:
- 6.4.5.1 Manage issues of sustainability and inform the Government of sustainability opportunities.
  - 6.4.5.2 Work collaboratively with student organizations on campus-wide sustainability initiatives.
  - 6.4.5.3 Regularly communicate with the Iowa State University Director of Sustainability and university administrators to cooperate on issues of sustainability.
  - 6.4.5.4 Represent the Government on applicable university sustainability committees.
  - 6.4.5.5 Chair of the Sustainability Committee.
- 6.4.6 The Webmaster and/or their designee shall:
- 6.4.6.1 Update the public webpage to reflect current holders of all Senate, Cabinet, Supreme Court and Committee seats within seven calendar days after said seat has been filled or vacated

## Student Government Bylaws

- 6.4.6.2 Post on the public webpage the Senate meeting minutes within 48 hours of the end of the respective Senate meeting
- 6.4.6.3 Post on the public webpage all legislation for the current week
- 6.4.6.4 Post on the public webpage the status of all legislation
- 6.4.6.5 Post on the public webpage a record of all roll call votes
- 6.4.6.6 Post on the public webpage all minutes, reports, memos, and all other documents and communications generated by every Senate standing committee, the Executive Cabinet, Executive Council, and Supreme Court, within seven calendar days of the generation of such documents and communications
- 6.4.6.7 Post on the public webpage a video recording, with a correct date and time stamp and with the audio included, of the entirety of the Senate meeting within 72 hours of the end of the respective Senate meeting
- 6.4.6.8 Ensure that all aforementioned documentary data is available on the public webpage for an indefinite period of time, barring space and bandwidth limitations at the discretion of the Webmaster
- 6.4.6.9 Maintain in cooperation with the Finance Director an updated list of funding tier classifications for Student Organizations on the Student Government website.
- 6.4.6.10 Maintain all Government computer hardware.
- 6.4.6.11 Ensure in cooperation with the Finance Director, that all Government computer hardware and storage media is safely and securely stored.
- 6.4.6.12 Annually review the status of Government computer software and hardware and recommend changes to the President.
- 6.4.6.13 Manage issues of university IT policy for the benefit of the Student Body.
- 6.4.6.14 Provide Government representation on all applicable ITS committees and ensure proper computer fee usage.
- 6.4.7 Director of Academic Affairs shall:
  - 6.4.7.1 Manage issues of academic affairs and inform the Government of necessary changes to the academic affairs of the university
- 6.4.8 Senior Director of Communications shall
  - 6.4.8.1 Oversee and manage the daily operations of Director of Outreach
  - 6.4.8.2 Hold a meeting with subsidiary directors no fewer than two (2) times per month
  - 6.4.8.3 Coordinate the Government's outreach initiatives and campaigns
  - 6.4.8.4 Submit a weekly report to the legislative and executive branch no later than seven (7) p.m. each Wednesday while the senate is in session
  - 6.4.8.5 Coordinate relations between the Iowa State Daily, ISUtv, and all other affiliated news sources
  - 6.4.8.6 Appoint Ad Hoc Directors as directed by the President
  - 6.4.8.7 Chair the Public Relations Committee
  - 6.4.8.8 Be responsible for managing the daily operations of:
    - 6.4.8.8.1 A Videographer
      - 6.4.8.8.1.1 Shall be responsible for creating and editing all student Government promotional videos
      - 6.4.8.8.1.2 Require senate approval to be seated
      - 6.4.8.8.1.3 Sit on the Public Relations Committee
      - 6.4.8.8.1.4 Take on additional duties as directed by the Senior Director of Communications
    - 6.4.8.8.2 A Graphic Designer
      - 6.4.8.8.2.1 Shall be responsible for designing all Student Government Outreach artwork including posters, email graphics, items for handout, etc.
      - 6.4.8.8.2.2 Shall require senate approval
      - 6.4.8.8.2.3 Shall sit on the public relations committee
- 6.4.9 The Director of Outreach shall
  - 6.4.9.1 Appoint members to a student organization outreach task force
    - 6.4.9.1.1 Be responsible for attending student organization meetings as directed by the Director of Outreach
    - 6.4.9.1.2 Attend an informational session with the Finance Director regarding student organization funding eligibility
    - 6.4.9.1.3 Be responsible for attending Student organization and classroom visits as directed by the Director of Outreach
    - 6.4.9.1.4 Shall be selected through a method designed by the Director of Student Outreach



## Student Government Bylaws

- 6.4.9.1.5 Shall not require senate approval
      - 6.4.9.1.6 Shall attend no fewer than two (2) task force meetings per semester
    - 6.4.9.2 Hold task force meetings no fewer than four (4) times each semester
    - 6.4.9.3 Organize and schedule classroom visits
    - 6.4.9.4 Create a presentation for incoming students and student organizations to inform them about student government
  - 6.4.10 The President may delineate further duties of Cabinet seats by an executive order.
    - 6.4.10.1 All Executive Cabinet officials shall file a final report to the President no later than one week prior to leaving office.
  - 6.4.11 The Treasurer shall:
    - 6.4.11.1 Serve as the chief financial officer of The Executive branch.
    - 6.4.11.2 Assist the President in the implementation of all financial legislation made law.
    - 6.4.11.3 Serve as the President's principal assistant in all matters relating to ASSET (Analysis of Social Services Evaluation Team).
    - 6.4.11.4 Assist the President in the development of the Executive branch budget for the next fiscal year.
    - 6.4.11.5 Assist the Speaker of the Senate in the development of the Legislative branch budget for the next fiscal year.
    - 6.4.11.6 Assist the Chief Justice in the development of the Judicial branch budget for the next fiscal year.
    - 6.4.11.7 Assist the Election Commissioner in the development of the Election Commission budget for the next fiscal year.
    - 6.4.11.8 Chair the ASSET Board
      - 6.4.11.8.1. The ASSET Board shall assist the Treasurer in the development of funding recommendations that the Treasurer shall have approved by the President and then relayed to ASSET itself.
      - 6.4.11.8.2. The ASSET Board shall consist of the Treasurer and 3 ASSET Liaisons that will be chosen by the Treasurer and approved by Senate. The Liaisons can be any student at Iowa State University.
      - 6.4.11.8.3. Funding recommendations for ASSET shall be made by the Treasurer with the assistance of the ASSET Board.
        - 6.4.11.8.3.1. Said funding recommendation shall be approved by a unanimous vote of all ASSET Liaisons before being sent for approval by the President and Finance Director
        - 6.4.11.8.3.2. Once approved, the Treasurer will work to have them drafted into a bill and sent to the Finance Committee.
- 6.5 Executive Council
  - 6.5.4 The Executive Council shall be comprised of the following members:
    - 6.5.4.1 The highest executive officer from the recognized constituency councils delineated in the Bylaws.
    - 6.5.4.2 Any additional members appointed by the President by Executive Order.
    - 6.5.4.3 The President shall have the authority to call on the Executive Council to assist in the following matters: To assist the President in an advisory capacity on matters concerning the efficient and effective administration of all governmental affairs.
    - 6.5.4.4 To inform the council's constituents as to the action of the Government and the Student Body.
    - 6.5.4.5 To propose legislation to senators.
  - 6.5.5 By an executive order, the President may establish any additional councils or commissions to assist the executives in fulfilling their duties.
- 6.6 Computer and Digital Device Usage Policy
  - 6.6.4 Cabinet members present at the senate meeting shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.
    - 6.6.4.1 The Communications Director or their delegate is exempt from this rule so long as that individual is using their computer to report the program or presentation to the public on the official SG Facebook or Twitter account, or any other future social media software or website used for same or similar purposes.
- 6.7 Members of the Cabinet shall attend the yearly SG retreat as specified in bylaw 5.4.1.13.1.
  - 6.7.4 Attendance of cabinet members shall be enforced by the president.

## Chapter 7. Senate Committees

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- 7.1. Standing Committees of the Senate
  - 7.1.1. The Senate of the Student Government shall have the following standing committees to assist in carrying out the duties prescribed by the Government Law.
    - 7.1.1.1. Rules Committee
    - 7.1.1.2. Finance Committee
    - 7.1.1.3. Public Relations Committee
    - 7.1.1.4. Student Initiatives Committee
    - 7.1.1.5. Sustainability Committee
    - 7.1.1.6. Civic Engagement Committee
- 7.2. Committee Structure
  - 7.2.1. By the second meeting of the first session of Senate, the Chair of the Student Initiatives Committees shall be nominated and selected by the Senate.
    - 7.2.1.1. The standing committee chairs shall complete the duties and responsibilities as delineated in Government Law.
  - 7.2.2. All committees shall be composed of a minimum of three (3) Senators and a maximum of seven (7) Senators, excluding chairpersons unless otherwise specified within the Bylaws.
  - 7.2.3. All committees with at-large members shall define them as students of Iowa State University not currently serving as a SG Senator, Cabinet member, Executive, Justice, or Election Commission member.
  - 7.2.4. All committees shall meet at least twice a month or as otherwise delineated in the Bylaws.
  - 7.2.5. All committees shall develop a committee report at the conclusion of the third legislative session and submit materials to the Vice Speaker of the Senate to ensure continuity between administrations.
  - 7.2.6. The Speaker and the Vice Speaker shall be non-voting ex-officio members of all committees unless otherwise specified in these Bylaws.
  - 7.2.7. The quorum for all Senate committees shall be two-thirds of voting members of the committee.
- 7.3. Committee Leadership
  - 7.3.1. The Finance, Public Relations, Civic Engagement, Sustainability Committee, and Student Initiatives committees shall select a vice chair from among its members by the third meeting of the second session.
    - 7.3.1.1. The Vice Chair of the Public Relations Committee must be a senator
  - 7.3.2. The Chair shall only vote in the event the committee is equally divided.
  - 7.3.3. In the event the Chair(s) is unable to attend a meeting of the committee, the Vice Chair shall assume the role of the chair.
  - 7.3.4. In the event that the Chair of the Public Relations Committee, Student Initiatives Committee or Civic Engagement Committee experiences an extended absence, resignation, or removal, the vice chair shall serve as Chair in an interim role.
    - 7.3.4.1. Within two (2) Senate meetings of the vice chair assuming the role of interim Chair, a bill must be submitted for the Senate's consideration to elect a new Chair of the committee.
      - 7.3.4.1.1. If the vice chair/interim Chair is elected Chair, the committee shall elect a new vice chair from among its members.
      - 7.3.4.1.2. If any other senator is elected Chair, the vice chair/interim Chair shall immediately assume the role of the vice chair of the committee.
  - 7.3.5. The Chair shall appoint the Chairs of any committee sub-committee(s).
  - 7.3.6. All members of the Committee, except when serving as chair, may make motions.
  - 7.3.7. All members of the Committee, including the Chair, may participate in debate, unless otherwise delineated by the Bylaws.
  - 7.3.8. In the event that a Committee member assumes the duties of the chair, they give up all voting rights, except in the event that the Committee is equally divided.
  - 7.3.9. The Public Relations and Student Initiatives committees shall select a clerk from among its members, who shall record the proceedings of each committee meeting. The Vice Speaker shall be responsible for recording and maintaining records of proceedings of the Rules Committee. The Clerk of the Finance Committee shall record the proceedings of the Finance Committee.
    - 7.3.9.1. The Finance Director shall nominate a student and be approved by a majority vote of the committee to serve as the Clerk of the Committee.
    - 7.3.9.2. This individual shall be responsible for taking minutes at all meetings of the Committee.
  - 7.3.10. The recordings shall be in written form, one (1) copy shall be submitted to the Clerk of the Senate and Vice Speaker to be kept on file.
- 7.4. Procedures for Reviewing Proposed Legislation
  - 7.4.1. Proposed legislation considered by the committee shall be subject to technical corrections, which do not alter the author's intent, including grammar and spelling.

## Student Government Bylaws

- 7.4.2. Proposed legislation, with the consent of the primary author, may be changed in committee prior to first read.
- 7.4.3. All other changes may be offered as a committee amendment upon majority vote of the committee.
- 7.4.4. For legislation not reported out of the Committee the Chair shall:
  - 7.4.4.1. Report the status of such legislation at the following Senate meeting.
  - 7.4.4.2. Provide rationale to the Primary author within twenty-four (24) hours of the adjournment of the Committee.
- 7.4.5. The Speaker shall be responsible for offering all committee amendments to the Senate.
- 7.5. Senate Rules Committee
  - 7.5.1. This committee shall act as a sanctioned committee of the Legislative branch of the Government.
  - 7.5.2. The Committee's purpose shall consist of:
    - 7.5.2.1. Ensuring that all Senate business is in accordance with the Constitution, Bylaws, and other applicable Government law, in addition to all applicable Federal, State, and Local laws.
    - 7.5.2.2. Acting in a leadership role in representing the Legislative branch and in carrying out those responsibilities clearly delineated in the Bylaws and in other initiatives as the Senate may direct.
    - 7.5.2.3. Holding hearings for the purpose of advising the Senate on confirming nominated senators and executive nominations
  - 7.5.3. Composition of Rules Committee
    - 7.5.3.1. The Speaker of the Senate shall serve as chair of the Committee.
    - 7.5.3.2. The Committee shall be comprised of the following regular voting members:
      - 7.5.3.2.1. The Vice Speaker of the Senate
      - 7.5.3.2.2. Five (5) senators approved by the Senate.
  - 7.5.4. Responsibilities of the Committee
    - 7.5.4.1. The Committee as a whole shall:
      - 7.5.4.1.1. Review all referred legislation prior to presentation to the Senate to ensure that it is in accordance with the Constitution, Bylaws, all other applicable Government Laws, and all applicable Federal, State, and Local laws.
      - 7.5.4.1.2. Annually review the Bylaws to ensure they are consistent and in accordance with the Constitution.
      - 7.5.4.1.3. Annually review all contracts and agreements entered into by the Government and present to the Senate the "Annual Report on Student Government Contracts and Agreements" by the last Senate meeting of the second Senate session.
      - 7.5.4.1.4. Hold an Impeachment Hearing upon the submission of a Request for Impeachment Senate Order as mandated by the Bylaws.
      - 7.5.4.1.5. Review rulings of the SG Supreme Court and evaluate the impact of the rulings on current Government Law.
      - 7.5.4.1.6. Review proposed revisions to the operating procedures of the SG Supreme Court.
      - 7.5.4.1.7. Represent the Senate to the SG Supreme Court in cases filed specifically against the Senate or its committees.
      - 7.5.4.1.8. Hold confirmation hearings and provide the Senate with a recommendation on whether to confirm nominated senators and executive nominees.
      - 7.5.4.1.9. The recommendation will be in the form of a vote of the committee. Comments may accompany the vote count and be presented during the Rules Committee report at the Senate meeting.
      - 7.5.4.1.10. Review all past resolutions to ensure the intent of purpose of the resolution was Addressed
        - 7.5.4.1.10.1 The committee will review resolutions by the second week of the following semester, while the Senate is in session.
  - 7.5.5. The Committee shall have the authority to:
    - 7.5.5.1. Review proposed changes and recommend revisions to the University Student Handbook.
    - 7.5.5.2. Review proposed changes and recommend revisions to the University Student Disciplinary Regulations.
    - 7.5.5.3. Review other policies and regulations of the University as they pertain to students.
  - 7.5.6. The Speaker of the Senate shall:
    - 7.5.6.1. Act as the official representative of the Committee, unless otherwise designated by the Speaker of the Senate or the Committee.
    - 7.5.6.2. Call such meetings of the Committee, as they deem necessary.
    - 7.5.6.3. Create such subcommittees as they deem necessary or at the request of the Committee or the Senate.
    - 7.5.6.4. Appoint the members of subcommittees.
    - 7.5.6.5. Serve as a non-voting ex-officio member of all subcommittees.

## Student Government Bylaws

- 7.5.6.6. Sign such letters or documents as are necessary to carry out the will of the Committee.
- 7.5.7. The Vice Speaker of the Senate shall:
  - 7.5.7.1. Directly assist the Speaker of the Senate in the operation of the Committee.
  - 7.5.7.2. Maintain the Committee's files in the SG office.
  - 7.5.7.3. Assume the duties of the chair in the absence of the Speaker of the Senate.
  - 7.5.7.4. Be responsible for submitting a final written report as to the Committee's activities for the Senate's term at the end of that term.
- 7.5.8. Operating Procedures of the Committee
  - 7.5.8.1. The Vice Speaker of the Senate shall be responsible for taking minutes at all meetings of the Committee. This individual shall prepare a copy of the minutes for the Vice President and make minutes available to the Senate prior to the next Senate meeting in the SG Office Space.
  - 7.5.8.2. The Vice Speaker of the Senate shall be responsible for making an audio record of all meetings of the Committee where no written minutes are made. This audio record shall be retained for a period of at least one year.
  - 7.5.8.3. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee's proceedings.
- 7.6. Finance Committee
  - 7.6.1. Scope and Mission Statement
    - 7.6.1.1. This chapter defines the structure, responsibilities, and operating procedures of the Senate Finance Committee.
    - 7.6.1.2. The mission of this committee shall be:
      - 7.6.1.2.1. To effectively administer the allocation and monitoring of Student Activity Fees and the financial affairs of the Senate.
      - 7.6.1.2.2. To examine, propose, and administer policy regarding such affairs for the Senate.
  - 7.6.2. Composition of the Finance Committee
    - 7.6.2.1. The Finance Director shall serve as chair of the Committee.
    - 7.6.2.2. The Committee shall be comprised of the following regular voting members:
      - 7.6.2.2.1. Four (4) Senators.
      - 7.6.2.2.2. Four (4) At-large students.
      - 7.6.2.2.3. The SG Treasurer
    - 7.6.2.3. The Committee shall be comprised of the following ex-officio, voting members.
      - 7.6.2.3.1. One (1) Graduate and Professional Student Senate appointment
      - 7.6.2.3.2. One (1) Advisor.
    - 7.6.2.4. The Campus Organization Accounting Office shall have one (1) non-voting, ex-officio member of the Finance Committee.
    - 7.6.2.5. The Finance Director shall deliver the names of the at-large nominees to the Speaker, who shall propose a Senate Order for the Senate's consideration.
  - 7.6.3. Selection of the Vice Chair of the Finance Committee
    - 7.6.3.1. One student of the Committee shall be nominated by the Finance Director and be approved by a majority vote of the Finance Committee to serve as Vice Chair of the Committee.
    - 7.6.3.2. The Vice Chair's selection shall not require Senate approval.
  - 7.6.4. Responsibilities of the Committee
    - 7.6.4.1. The Committee as a whole shall:
      - 7.6.4.1.1. Review and evaluate all requests for designated student fees money, make recommendations to the Senate, and recommend budgets to the Senate, as necessary for the effective operation of the allocation processes.
      - 7.6.4.1.2. Verify that organizations submitting funding requests fulfill the necessary organizational requirements in the bylaws.
      - 7.6.4.1.3. Follow the principles of zero-based budgeting when considering all requests for designated student fees money.
      - 7.6.4.1.4. Act as a financial advisory board to all organizations requesting funds.
      - 7.6.4.1.5. Reserve the right to request and review all financial materials, constitutions, bylaws, and other relevant organization documents.
      - 7.6.4.1.6. Review expenditures of SG-funded organizations to ensure that funds are being spent in accordance with the SG-approved budget for the organization.
      - 7.6.4.1.7. Deliver to the Speaker, all required financial legislation as delineated in Chapter 11 of the Bylaws.
    - 7.6.5. The Finance Director shall:
      - 7.6.5.1. Be selected and the nomination delivered to the Senate no later than the final regular Senate meeting during the first session of that Senate's term.
      - 7.6.5.2. Act as the official representative of the Committee, unless otherwise designated by the Finance Director or the Committee.

## Student Government Bylaws

- 7.6.5.3. Call such meetings of the Committee, as they deem necessary.
- 7.6.5.4. Appoint a member of the Committee to act as a financial advisor to each organization upon the organization's request of funds.
- 7.6.5.5. Create such subcommittees as they deem necessary or at the request of the Committee or Senate.
- 7.6.5.6. Appoint the voting members of subcommittees.
- 7.6.5.7. Be present at every Senate meeting unless excused by the Speaker.
- 7.6.5.8. Sign such letters or documents as are necessary to carry out the will of the Committee.
- 7.6.5.9. Publish a schedule for Regular Allocations by the fifteenth week of the second session.
- 7.6.5.10. Notify each organization of Committee recommendations and the Senate's final determination.
- 7.6.5.11. Review the June 30 balances of SG funded accounts to determine carryover amounts.
- 7.6.5.12. Submit to the Campus Organization auditor a final time line budget for each organization funded prior to inauguration.
- 7.6.5.13. Possess the authority to approve storage for all SG capital equipment.
- 7.6.5.14. Notify the Speaker of the Senate of any violations of any Government Laws or policies.
- 7.6.5.15. Assist the President in the implantation and maintenance of ASSET relationships, in accordance with Government Law.
- 7.6.5.16. Be available during business hours when school is in session.
- 7.6.5.17. Report to Senate weekly during the regular session, either by e-mail memo or verbal presentation at Senate meetings, or both, all expenditures made from the following Student Government account:
  - 7.6.5.17.1. Special Projects Account
  - 7.6.5.17.2. Events Account
  - 7.6.5.17.3. Executive Initiative Account
  - 7.6.5.17.4. Senate Discretionary Account
  - 7.6.5.17.5. Legislative Relations
  - 7.6.5.17.6. Ambassadors Account
  - 7.6.5.17.7. Regular Allocations Account, in the four meetings before and two meetings after the introduction of the Regular Allocations Recommendation bill
- 7.6.5.18. Maintain in cooperation with the Webmaster an updated list of funding tier classifications for Student Organizations on the Student Government website.
- 7.6.5.19. Create a finance questionnaire for current senate term, including but not limited to the following questions:
  - How many members are in the club/organization?
  - How much the club/organization charges for dues, and what percent of their total budget is comprised of dues?
  - How will the funding enhance the group's experience at ISU?
  - Will this funding be a reoccurring request? If so, how often?
  - If the request is for an event, what is the date of the event?
- 7.6.6. The Vice Chair shall:
  - 7.6.6.1. Directly assist the Finance Director in the operation of the Committee.
  - 7.6.6.2. Maintain the Committee's files in the SG office.
  - 7.6.6.3. Assume the duties of the chair in the absence of or conflict of interest of the Finance Director.
  - 7.6.6.4. Assume the duties and responsibilities of the Finance Director, under the title of Acting Finance Director, upon extended absence, resignation, or removal until the President nominates and the Senate confirms a replacement Finance Director.
- 7.6.7. The Finance Committee Advisor shall:
  - 7.6.7.1. Be a member of the University administration, faculty, or staff.
  - 7.6.7.2. Act as a liaison between the University and the Committee.
- 7.6.8. The Campus Organization Accounting Office representative shall:
  - 7.6.8.1. Report to the Committee any alleged misuse of designated student fees money.
  - 7.6.8.2. Maintain separate accounts with unique account numbers for all Government accounts.
  - 7.6.8.3. Keep all non-SG allocated funds separate from "SG-allocated" funds for each organization.
  - 7.6.8.4. Carry forward annually all non-SG-allocated funds in the respective organization's account.
  - 7.6.8.5. Be responsible for the reverting of the appropriate SG-allocated funds, as defined in these Bylaws.
- 7.6.9. Operating Procedures of the Committee
  - 7.6.9.1. The Committee shall notify all organizations requesting funding of the time and place of applicable Committee meetings by means of the Iowa State Daily, letter, e-mail or various electronic means, and/or telephone call at least five (5) days prior to the meeting.
    - 7.6.9.1.1. Unless the organization submits a request less than five (5) days before the meeting,

## Student Government Bylaws

- attendance at the committee meetings shall be at the agreement of the group's representative and the Finance Director.
- 7.6.9.2. All voting members of the Committee, except when serving as chair, may make motions and participate in debate during committee meetings.
- 7.6.9.3. Procedures for Evaluating Senate Legislation
- 7.6.9.3.1. The Committee shall review and evaluate all financial legislation sent to the Committee.
- 7.6.9.3.2. During the evaluation of legislation, the Committee shall make sure that the legislation is in accordance with Government financial law and policy.
- 7.6.9.3.3. The Committee will also evaluate whether the legislation is an appropriate use of designated student fees money.
- 7.6.9.3.4. The Committee may amend any legislation while the legislation is in the possession of the Committee if the amendment is to make the legislation in accordance with Government law and policy.
- 7.6.9.3.5. The Committee may amend budgets and/or financial information within legislation, without changing the intent of the legislation, while the legislation is in the possession of the Committee.
- 7.6.9.3.6. The Committee may recommend to the Senate any other amendment(s) to legislation it wishes by majority vote of the Committee. These recommended amendment(s) may be offered by the Committee anytime before the Senate's final vote on the legislation.
- 7.6.9.3.6.1. The Finance Director or their designee shall submit recommended amendments to the Speaker.
- 7.6.9.3.7. The Committee may report its comments on legislation to the Senate anytime before the Senate's final vote on the legislation.
- 7.6.9.4. The Committee may adopt additional operating procedures to ensure fairness and efficiency in the Committee's proceedings.
- 7.6.10. The Method for Appealing Procedural Errors of the Committee
- 7.6.10.1. Grounds for appeal shall be the denial of a fair budget hearing, or order of the senate, or the breach of Committee procedure.
- 7.6.10.2. In the event that an organization desires to appeal the decision of the Committee, the organization shall, within five (5) days of the alleged infraction, file with the Finance Director a written request for appeal.
- 7.6.10.3. Upon the receipt of the written request, the Finance Director shall forward the request, within three (3) days, to the Speaker of the Senate, who shall place the appeal on the agenda of the next meeting of the Senate.
- 7.6.10.4. A majority vote of the Senate shall be required to grant the appeal of the organization.
- 7.7. Public Relations Committee
- 7.7.1. The Committee as a whole shall:
- 7.7.1.1. Organize publicity campaigns and employ media outlets to inform the campus community of the activities of the Senate.
- 7.7.1.2. Review and disseminate information related to referred legislation for the benefit of the Senate.
- 7.7.1.3. Conduct surveys to gather student opinion on the perception of SG and other issues worthy of campus concern.
- 7.7.1.4. Report to the Senate student attitudes and perceptions related to the Senate of the Student Government.
- 7.7.1.5. Serve to disseminate information to the student body related to the Principles of Community and programming thereof.
- 7.7.1.6. Be responsible for maintaining functioning lines of communication between SG and the campus (students, faculty, and staff).
- 7.7.1.7. Work cooperatively with the Election Commission to publicize and promote SG Elections
- 7.7.1.8. Work to publicize and recruit for openings on SG and University committees.
- 7.7.2. That Videographer, Graphic Designer and Director of Outreach shall be voting members of the committee
- 7.7.3. The Public Relations Committee shall have six (6) At-Large voting members.
- 7.7.3.1. The Chair of the Public Relations Committee shall deliver the names of the nominees to the Speaker, who shall author a Senate Order for the Senate's consideration.
- 7.8. Student Initiatives Committee
- 7.8.1. The Chair of the Student Initiatives committee shall administer all activities of the committee.
- 7.8.2. The Student Initiatives Committee shall have four (4) At-Large voting members.
- 7.8.2.1. The Chair of the Student Initiatives Committee shall deliver the names of the nominees to the Speaker, who shall author a Senate Order for the Senate's consideration.
- 7.8.3. The President may appoint one (1) member of the cabinet to serve as voting member of the

## Student Government Bylaws

- committee.
- 7.8.4. The GPSS URLA Chair or their designee shall serve as a voting member of the Student Initiatives committee in accordance with the Articles of Cooperation.
- 7.8.5. The Committee as a whole shall:
  - 7.8.5.1. Review all Senate resolutions and proclamations before the second read of the legislation
  - 7.8.5.2. Review legislation pertaining to the interest of the Student Body not delineated elsewhere in the Bylaws.
    - 7.8.5.2.1. During these discussions, the committee shall seek paths of collaboration between Student Government Senate and these resources
  - 7.8.5.3. Plan and coordinate viable projects submitted to the committee in order to benefit the Student Body and/or further the goals of Student Government, at the discretion of the committee
- 7.9. Duties and Responsibilities of Committee Chairs
  - 7.9.1. Special Committee Chairs
    - 7.9.1.1. Duties and responsibilities of special committee chairs shall be delineated by an Act of the Senate.
    - 7.9.1.2. Special committee chairs shall be required to provide timely, written reports to the Speaker of the Senate, or at the Speaker of the Senate's request.
  - 7.9.2. Ad-hoc Committee Chairs
    - 7.9.2.1. The Speaker of the Senate, in a written document, shall delineate the duties and responsibilities of ad-hoc committee chairs.
    - 7.9.2.2. In the event that the motion to Refer formed the ad-hoc committee, the duties and responsibilities of the ad-hoc committee chair shall be delineated in the motion.
    - 7.9.2.3. Ad-hoc committee chairs shall be required to provide timely reports to the Speaker of the Senate, or at the Speaker of the Senate's request.
- 7.10 Sustainability Committee
  - 7.10.1 Sustainability Committee shall oversee the proposal process and distribution of grants from the Green Initiatives Account.
  - 7.10.2 Sustainability Committee shall be chaired by the Director of Sustainability.
  - 7.10.3 Shall be composed of two Senators and ten At-Large Members.
    - 7.10.3.1 The Chair shall only have the privilege of voting in the case of a tie.
  - 7.10.5 The Committee shall consist of the following ex-officio members:
    - 7.10.5.1 Iowa State University Director of Sustainability
    - 7.10.5.2 A representative from Facilities, Planning, and Management.
- 7.11 Civic Engagement Committee
  - 7.11.1 The purpose of the committee shall be to
    - 7.11.1.1 Engage and inform students about upcoming elections and various bodies of government that Represent them
    - 7.11.1.2 Advocate for voter registration drives on campus and promote civic engagement
  - 7.11.2 The committee shall be composed of
    - 7.11.2.1 Four senators and four at-large members
      - 7.11.2.1.1 These members must be confirmed by the Senate
    - 7.11.2.2 A Public Relations representative be a non-voting member on the committee
    - 7.11.2.3 A member or members of the Government Relations team be non-voting members on the committee

## Chapter 8. Services

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- 8.1. Office Manager
  - 8.1.1 Job Description
    - 8.1.1.1 Be a certified notary public
    - 8.1.1.2 In charge of supervising SG office employees and approving the time sheets of SG office employees
    - 8.1.1.3 Bookkeeper in charge of all transactions under President's budget: assist in paying bills, monitoring amount spent, balancing books monthly, preparing monthly statements for the President and bimonthly reports for the SG Finance committee
    - 8.1.1.4 Serve as first contact person for all visitors to the SG and directs them to the proper personnel
    - 8.1.1.5 When necessary, arrange appointments and meetings for Executives and Senators

## Student Government Bylaws

- 8.1.1.6 Compose letters for Executive and Cabinet signatures
- 8.1.1.7 Arrange room reservations for all student government meetings.
- 8.1.1.8 Order and keep inventory of all office supplies
- 8.1.1.9 Arrange for service and maintenance of all office equipment
- 8.1.1.10 Be responsible for incoming and outgoing mail
- 8.1.1.11 Distribute applications for SG positions and other student activities; answer questions or make referrals about openings
- 8.1.1.12 Develop and maintain filing system; maintain records of files on loan
- 8.1.1.13 Assist in preparing the President's Annual Budget Request; make projections on next year's expenditures
- 8.1.1.14 Assist Executives in administrative staff hiring
- 8.1.1.15 Assist Election Commission in the coordination of the SG elections
- 8.1.1.16 Confer with Executives regarding inauguration banquet preparation; supervises banquet arrangements
- 8.1.1.17 Supervise the administrative staff
- 8.1.1.18 Perform other duties as conferred by Chief Officers of SG
- 8.1.2 Hiring and Salary
  - 8.1.2.1 Hiring of the office manager shall be a joint undertaking of the Dean of Students Office (DSO) and the SG President or their designee.
  - 8.1.2.2 The SG will provide full funding (salary and benefits) for a 9.5 month Secretary II position.
- 8.1.3 Termination and Review
  - 8.1.3.1 Responsibility for discipline, including suspension or dismissal, shall reside with the Assistant Dean of Students or their designee.
  - 8.1.3.2 Should the SG President determine that job performance of the office manager is below standard, the President shall recommend to the Assistant Dean that disciplinary action be taken.
  - 8.1.3.3 The Assistant Dean, or their designee, may also initiate disciplinary action. In such a case, the Assistant Dean, or their designee, shall consult with the SG President prior to taking disciplinary action.
  - 8.1.3.4 The office manager's formal performance evaluation shall be conducted jointly by the Assistant Dean and the President of the SG.
- 8.2. Administrative Staff
  - 8.2.1 Job Description
    - 8.2.1.1 Assist in the duties of the office manager
    - 8.2.1.2 Assume duties of the Clerk of the Senate in their absence
    - 8.2.1.3 The administrative staff shall be a registered student in good academic standing.
  - 8.2.2 Hiring and Salary
    - 8.2.2.1 Hiring of the administrative staff shall be the responsibility of the SG President.
    - 8.2.2.2 Administrative staff will begin at the University minimum wage. After 600 hours of continuous employment by SG, staff shall be considered for a raise in pay by the office manager and the SG President.
    - 8.2.2.3 Those hired in conjunction with work-study shall also adhere to the guidelines set forth by the University regarding hours and compensation.
  - 8.2.3 Termination and Review
    - 8.2.3.1 Responsibility for disciplinary action, including dismissal or suspension, shall reside with the SG President. No disciplinary action will take place without consulting the office manager and the SG advisor.
    - 8.2.3.2 Formal review of the administrative staff may be initiated by the SG President or the office manager when deemed necessary.
- 8.3. SG Advisors
  - 8.3.1 Duties
    - 8.3.1.1 Serve on Cabinet and other committees at the request of the President
    - 8.3.1.2 Attend Senate meetings unless prior notice of conflict has been given
    - 8.3.1.3 Be available to provide advice to Senators, Cabinet members, Executives, and other SG related personnel.
    - 8.3.1.4 Submit a written report including suggestions and advice on any or all aspects of SG upon the end of their term or vacancy of office.
    - 8.3.1.5 Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.



## Student Government Bylaws

- 8.3.1.6 Maintain confidentiality on any information given or when advice is sought, except where violation of law or university policy is an issue.
- 8.3.2 Selection and term
  - 8.3.2.1 The President and Vice President of the SG shall jointly agree on one (1) or more candidates to recommend to the Senate for approval. The Advisors shall be selected from the Administration or the faculty. Advisor(s) will serve without veto or voting power in the organization.
  - 8.3.2.2 The Advisor(s) will serve without monetary compensation.
  - 8.3.2.3 An advisor's term of service will extend until resignation or removal by the senate and a new advisor(s) is approved.
- 8.4. Supreme Court Advisors
  - 8.4.1 Duties
    - 8.4.1.1 Advise members of the Supreme Court
    - 8.4.1.2 Work with the Chief Justice to establish and conduct an effective training program
    - 8.4.1.3 Be present at all Supreme Court Justice meetings unless prior notice of conflict has been given
    - 8.4.1.4 Act as a liaison with University Administration and other organizations in situations where a non-student spokesperson is needed
    - 8.4.1.5 Maintain confidentiality on any information given or when advice is sought, except where violation of law or university policy is an issue
  - 8.4.2 Selection and term
    - 8.4.2.1 The majority of seated justices shall select an advisor from either the administration or faculty.
    - 8.4.2.2 The term of service will extend until a new advisor is selected by the Supreme Court.

## Chapter 9. Operating Procedures of the Supreme Court

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- 9.1. Definitions of Terms
  - 9.1.1 An "Original Action" shall be defined as a case before the Supreme Court where a student, group of students, or a student organization files a case against another student, group of students, or a student organization, with the exceptions contained in an appellate action.
  - 9.1.2 An "Appellate Action" shall be defined as a case before the Supreme Court where a student, group of students, or a student organization petitions the Court to review an Act of the Senate or the actions of the Committees thereof, an action of the Executive, a decision of the Election Commission, or an appeal of a ruling or action from a subsidiary government.
  - 9.1.3 A "Plaintiff" shall be defined as an initiator of an action in an Original Action.
  - 9.1.4 A "Defendant" shall be defined as the party in reply in an Original Action.
  - 9.1.5 A "Trial" shall be defined as the type of hearing in an Original Action.
  - 9.1.6 A "Petitioner" shall be defined as the initiator of action in an Appellate Action.
  - 9.1.7 A "Respondent" shall be defined as the party in reply in an Appellate Action.
  - 9.1.8 An "Oral Argument" shall be defined as the type of hearing for an Appellate Action.
  - 9.1.9 An "Amicus Curiae" brief shall be defined as a "friend of the Court" brief. Parties not litigants in, but whose interests may be affected as a result of the decision, or parties fulfilling other criteria as defined by the Court, may, by approval of the Court or consent of both parties, be allowed to file such a brief as delineated in the Bylaws.
  - 9.1.10 The "Opinion of the Court" shall be defined as the binding judicial decision of the Court that has the force of law.
  - 9.1.11 The "Term of the Court" shall start on the first day of classes in the Summer Session and shall end on the day before the first day of classes in the Summer Session. The ending or beginning of a term shall have no effect on pending litigation.
- 9.2. Policy of the Court
  - 9.2.1 Original Actions
    - 9.2.1.1 The burden of proof in Original Actions shall lie with the Plaintiff to show the Defendant to be guilty beyond a reasonable doubt.
    - 9.2.1.2 The Court shall have the power to dismiss any Original Action on one of two grounds:
      - 9.2.1.2.1. Want of jurisdiction.
      - 9.2.1.2.2. Filing of a frivolous case.
    - 9.2.1.3 Through means deemed appropriate by the Rules of the Court, both parties shall be made aware of their respective rights.

## Student Government Bylaws

- 9.2.1.4 An audio recording of the trial proceedings shall be made and kept on file for five (5) years from the date of the trial.
    - 9.2.1.5 The specific procedures for the filing of a case and the trial itself shall be delineated in the Rules of the Court.
  - 9.2.2 Appellate Actions
    - 9.2.2.1 In all Appellate Actions, the government body in question shall be notified of the charge through the sanctioned representative as delineated in the Bylaws.
    - 9.2.2.2 The Court shall have the power to deny any petition in an appellate action.
    - 9.2.2.3 Any student, group of students, or student organization may, by the expressed approval of the Court or the expressed consent of both parties, file an amicus curiae brief.
    - 9.2.2.4 An audio recording of the oral argument shall be made and kept on file for five (5) years from the date of the oral argument.
    - 9.2.2.5 The specific procedures for the disposal of petitions, the definition of writs to the Court, and the oral argument itself shall be delineated in the Rules of the Court.
  - 9.2.3 Any case filed twelve (12) or more months after the originating action shall not be considered by the Court.
- 9.3. Membership and Duties of the Court
  - 9.3.1 The Chief Justice shall be the official representative of the Supreme Court.
  - 9.3.2 The Chief Justice shall have the power to rule on all motions or refer any motion to the Court except those motions that would end proceedings. Any motion to end proceedings shall be automatically referred to the Court.
  - 9.3.3 The Chief Justice shall be responsible for the execution of the Rules of the Court.
  - 9.3.4 The Court shall select an Associate Justice to serve as Chief Justice Pro Tempore and shall notify the Office Manager of the selection.
  - 9.3.5 All Justices shall be held to the Iowa Judicial Code of Conduct (Iowa Court Rules 119).
  - 9.3.6 Duties of the Chief Justice, Chief Justice Pro Tempore, and the Associate Justices shall be delineated in the Rules of the Court.
- 9.4. Staff of the Court
  - 9.4.1 Clerk of the Court
    - 9.4.1.1 The Clerk of the Court shall be a person selected by the Court.
    - 9.4.1.2 The Clerk of the Court shall record all judicial proceedings and, upon the direction of the Chief Justice, release any opinion or relevant ruling of the Court and shall make such documents available to the public in an accessible manner.
    - 9.4.1.3 Upon the ending of the term for the Court, the Chief Justice shall file all opinions and relevant rulings on motions released during said term with the Clerk of the Court.
    - 9.4.1.4 The Clerk of the Court shall file all submissions from the Chief Justice in the official records of the Government for that term.
    - 9.4.1.5 Other duties of the Clerk shall be delineated in the Rules of the Court.
  - 9.4.2 Office Manager
    - 9.4.2.1 The Office Manager may, at the behest of the Court, act as a sanctioned representative of the Court.
    - 9.4.2.2 The judicial duties of the Office Manager shall be delineated in the Rules of the Court.
- 9.5. Opinions of the Court
  - 9.5.1 The decision reached and any penalty imposed in all submitted cases shall be in the Opinion of the Court.
  - 9.5.2 No opinion shall be the Opinion of the Court unless a majority of Justices considering and deciding the case join or concur in the judgment.
  - 9.5.3 Per Curiam and Memorandum opinions are prohibited.
  - 9.5.4 The specific structure and procedures of writing and delivering opinions shall be delineated in the Rules of the Court.
- 9.6. Rights of Parties
  - 9.6.1 The Defendant in all cases shall possess the following rights:
    - 9.6.1.1 The right to be informed of the identity of the Plaintiff, and to confront the Plaintiff.
    - 9.6.1.2 The right to choose a closed trial if the Defendant is not a student organization and the case is of a personal nature.

## Student Government Bylaws

- 9.6.1.3 The right to testify on one's own behalf.
- 9.6.1.4 The right to counsel.
- 9.6.1.5 The right to remain silent and that invocation of this right shall not be interpreted as an admission of guilt.
- 9.6.1.6 The right to confront other witnesses called by the Plaintiff.
- 9.6.1.7 The right to subpoena witnesses and evidence.
- 9.6.2 The Plaintiff in all cases shall possess the following rights:
  - 9.6.2.1 The right to testify on one's own behalf.
  - 9.6.2.2 The right to choose a closed trial if the Plaintiff is not a student organization and the case is of a personal nature.
  - 9.6.2.3 The right to confront witnesses called by the Defendant.
  - 9.6.2.4 The right to subpoena witnesses and evidence.
- 9.6.3 Any of these rights may be waived by the respective party.
- 9.6.4 All witnesses called to testify or to provide documents shall possess the following rights:
  - 9.6.4.1 The right to be informed by the Court of the following:
    - 9.6.4.1.1. The name of the case.
    - 9.6.4.1.2. The name of the party or parties requesting testimony.
    - 9.6.4.1.3. The time and place of the trial.
  - 9.6.4.2 The right to be notified of being called as a witness by necessary means in a timely manner.
  - 9.6.4.3 The right to refuse to answer questions irrelevant to the outcome of the case as determined by the Chief Justice of the Supreme Court.
- 9.6.5 Any witness may waive any of these rights.
- 9.6.6 All witnesses called to testify or to provide documents shall:
  - 9.6.6.1 Appear before the Court if called by either party.
  - 9.6.6.2 Be subject to questioning from both parties and the Justices.
  - 9.6.6.3 Be recalled for any purpose with the approval of the Court.
  - 9.6.6.4 Answer all questions from both parties truthfully and to the best of their ability, except those where the witness asserts their right not to answer as delineated in the Bylaws.
- 9.6.7 The Court may choose to call witnesses should it deem it necessary.
- 9.6.8 The Court may adopt procedures to accommodate and/or rule on any invocation of any right. Such procedures shall be delineated in the Rules of the Court.
- 9.7. Rules of the Court
  - 9.7.1 The Supreme Court may at its discretion, prescribe rules for the conduct of its business. The Rules of the Court shall be consistent with the Bylaws and the Constitution.
    - 9.7.1.1 Supreme Court shall review the rules of the court once per academic year.
    - 9.7.1.2 Rules of the Court shall be published prior to the inauguration of the new term.
  - 9.7.2 Any rule prescribed by the Supreme Court shall be prescribed only after giving appropriate public notice and an opportunity for comment.
  - 9.7.3 Any rule changes shall take effect upon the date specified by the Court and shall have such effect on any pending proceedings as the Court may order.
  - 9.7.4 If the Court determines that there is an immediate need for a rule, the Court may proceed with the rule without public notice and opportunity for comment, but the Court shall accord such notice and opportunity for comment thereafter.

## Chapter 10. Impeachment Procedures of Officers of the Government

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- 10.1. Impeachment may be brought against the President, Vice President, any Justice of the Supreme Court, or any member of the Election Commission.
  - 10.1.1 The impeachment procedure for any member of the Election Commission is outlined separately in the independent student organization constitution for the Election Commission
- 10.2. Definition of Terms
  - 10.2.1 The "Initiators" shall be defined as Senators who have initiated an Impeachment Hearing.
  - 10.2.2 The "Plaintiff" shall be defined as those Senators who have initiated an Impeachment Hearing and where the Senate has impeached the party in question.
  - 10.2.3 The "Party in Question" shall be defined as the party that is named to be impeached.
  - 10.2.4 The "Defendant" shall be defined as the party in question upon the Senate's Impeachment of said party.
  - 10.2.5 The "Chair of the Trial" shall be defined as the Speaker in all cases except where the President is impeached, when it shall be defined as the Chief Justice.

## Student Government Bylaws

### 10.3. Grounds for Impeachment

10.3.1 Grounds for Impeachment shall include the following:

- 10.3.1.1 Malfeasance of duty.
- 10.3.1.2 Misfeasance of duty.
- 10.3.1.3 Nonfeasance of duty.
- 10.3.1.4 Failure to maintain the qualifications for office.

### 10.4. Initiation of Impeachment

10.4.1 An Initiation of Impeachment must be filed by two (2) Senators and such initiation shall be filed with the Speaker of the Senate.

10.4.2 The Initiation of Impeachment shall include:

- 10.4.2.1 The names of the Senators filing.
- 10.4.2.2 The name of the Party in Question.
- 10.4.2.3 A statement of charges.

### 10.5. Impeachment Hearing

10.5.1 Upon the filing of an Initiation of Impeachment, the Speaker shall convene the Rules Committee to hear the charges.

10.5.2 The following persons shall be requested to appear before the Rules Committee:

- 10.5.2.1 Representatives for the Initiators of the Impeachment.
- 10.5.2.2 Representatives for the Party in Question.

10.5.3 The Committee may close its hearing at any time. If the Committee chooses to close the meeting before deliberation, representatives shall be allowed to remain in the hearing.

10.5.4 Any evidence introduced during closed session shall not be made available to anyone outside of the Committee and the respective parties until either:

- 10.5.4.1 The Committee orders such evidence to be made available to the public.
- 10.5.4.2 The Committee issues a recommendation for an Impeachment Trial.

10.5.5 The Impeachment Hearing shall follow this order of events:

- 10.5.5.1 The Speaker shall read the charges in the Initiation of Impeachment.
- 10.5.5.2 The representatives of the Initiators shall present evidence to the Committee.
- 10.5.5.3 Members of the Committee may ask questions concerning the evidence only.
- 10.5.5.4 The representatives of the Party in Question may address the evidence presented.
- 10.5.5.5 The Committee shall deliberate on each charge.
- 10.5.5.6 Upon the ending of deliberation, the Committee shall conduct a roll call vote on each charge to determine if the evidence presented merits an Impeachment Trial.

10.5.6 Upon an affirmative vote on any charge, the Committee shall draft a Senate Order recommending an Impeachment Trial that shall be limited to the following:

- 10.5.6.1 Whereas clauses that pertain to the charges that have merited the Impeachment Trial.
- 10.5.6.2 Resolved clauses that shall only include the charges that have merited the Impeachment Trial.
- 10.5.6.3 The Senators who have initiated the Impeachment shall be listed as the authors of the Senate Order.

10.5.7 Upon the drafting of the Senate Order, the Rules Committee shall recommend the Order to the Senate.

10.5.8 The Senate shall vote on accepting the recommendation of the Rules Committee to hold an Impeachment Trial pursuant to the Senate Order. The Senate Order shall not be amendable.

10.5.9 Upon a majority vote of the Senate, the Party in Question is officially impeached.

10.5.10 Upon a majority vote, the Senate shall set a date for the Senate to conduct an Impeachment Trial no sooner than five (5) days and no later than fourteen (14) days from the date of the vote.

10.5.11 An extension of no more than ten (10) days may be granted with the consent of the Senate.

### 10.6. Pre-Trial Meeting

10.6.1 The Chair of the Trial shall meet with either party at their request to explain process of the Impeachment Trial, which shall include:

- 10.6.1.1 Making sure that the charges are clear to both parties.
- 10.6.1.2 Explaining the trial procedures.
- 10.6.1.3 Making both sides aware of their rights and responsibilities.
- 10.6.1.4 Informing both parties about witness procedures.

10.6.2 The Pre-Trial Meeting shall be executed through the means prescribed by the Chair of the Trial.

### 10.7. Impeachment Trial

10.7.1 Rights of Parties

- 10.7.1.1 The Defendant in all cases shall possess the following rights:
  - 10.7.1.1.1. The right to be informed of the trial procedure in advance of the trial.

## Student Government Bylaws

- 10.7.1.1.2. The right to remain silent and that invocation of this right shall not be interpreted as an admission of guilt.
- 10.7.1.1.3. The right to testify on one's own behalf.
- 10.7.1.1.4. The right to have a student, staff, or faculty member as an advisor during the trial.
- 10.7.1.1.5. The right to subpoena witnesses and evidence.
- 10.7.1.2 The Plaintiff in all cases shall possess the following rights:
  - 10.7.1.2.1. The right to be informed of the trial procedures in advance of the trial.
  - 10.7.1.2.2. The right to testify on one's own behalf.
  - 10.7.1.2.3. The right to have a student, staff, or faculty member as an advisor during the trial.
  - 10.7.1.2.4. The right to subpoena witnesses and evidence.
- 10.7.1.3 Any of these rights may be waived by the respective party.
- 10.7.2 Witnesses called to testify or provide evidence shall possess the following rights:
  - 10.7.2.1 The right to be informed of the following:
    - 10.7.2.1.1. The name of the case.
    - 10.7.2.1.2. The name of the party or parties requesting testimony or evidence.
    - 10.7.2.1.3. Location and time of the trial.
    - 10.7.2.1.4. The right to be notified of being called as a witness by necessary means in a timely manner.
    - 10.7.2.1.5. The right to refuse to answer questions that are irrelevant to the outcome of the trial, as determined by the chair.
- 10.7.3 It shall be the responsibility of both parties to:
  - 10.7.3.1 Submit the names of witnesses to the Chair of the Trial. The Chair of the Trial shall delineate the specific procedure for the submission of witnesses' names.
  - 10.7.3.2 Make arrangements for the witnesses to appear before the Senate.
- 10.7.4 All witnesses called to testify or to provide documents shall:
  - 10.7.4.1 Appear before the Court if called by either party.
  - 10.7.4.2 Be subject to questioning from both parties and the Senate.
  - 10.7.4.3 Answer all questions from both parties truthfully and to the best of their ability, except those where the witness asserts their right not to answer as delineated in the Bylaws.
- 10.7.5 Advisors to either party shall not:
  - 10.7.5.1 Present the case for the accused.
  - 10.7.5.2 Directly examine or cross-examine any witnesses.
  - 10.7.5.3 Present the summary of the case for the accused.
- 10.7.6 Trial Procedures
  - 10.7.6.1 The Chair of the Trial shall read the charge(s).
  - 10.7.6.2 The Plaintiff shall briefly state what they intend to prove.
  - 10.7.6.3 The Defendant may briefly state what they intend to prove.
  - 10.7.6.4 The Plaintiff shall present evidence and witnesses.
  - 10.7.6.5 The Defendant may present evidence and witnesses.
  - 10.7.6.6 The Plaintiff may present rebuttal evidence.
  - 10.7.6.7 The Defendant may present rebuttal evidence.
  - 10.7.6.8 The Plaintiff shall summarize their case.
  - 10.7.6.9 The Defendant may summarize their case.
  - 10.7.6.10 The Chair of the Trial shall declare the case having been submitted.
  - 10.7.6.11 The Senate shall begin deliberation.
  - 10.7.6.12 The Senate may close deliberation by a two-thirds (2/3) vote of seated Senators.
  - 10.7.6.13 Upon the ending of deliberation, the Senate shall conduct a roll call vote on each charge.
  - 10.7.6.14 Each Senator shall vote either "Guilty" or "Not Guilty."
  - 10.7.6.15 A vote of two-thirds (2/3) of all seated Senators shall be required to convict the Defendant.
  - 10.7.6.16 Conviction on any charge of the Impeachment shall result in the removal of the Defendant from office.
- 10.8. Further Sanction Hearings
  - 10.8.1 Upon the conviction of the Defendant and by the consent of the Senate, the Senate may hold further hearings to impose additional sanctions.
  - 10.8.2 The hearings shall follow the following order of events:

## Student Government Bylaws

- 10.8.2.1 The Plaintiff shall be allowed to make a statement that is no longer than ten (10) minutes.
- 10.8.2.2 The Defendant shall be allowed to make a statement that is no longer than ten (10) minutes.
- 10.8.2.3 The Senate shall deliberate on whether to impose any further sanctions.
- 10.8.2.4 Upon the ending of deliberation, the Senate shall conduct a roll call vote on imposing any further sanctions.
- 10.8.3 Sanctions shall not extend beyond a denial of holding any further office within the Student Government or any subsidiary government for the duration of the Defendant's enrollment as a student.
- 10.8.4 Further sanctions shall require a two-thirds (2/3) vote of seated Senators for penalties to become law.
- 10.9. Policy of the Senate Concerning Impeachment
  - 10.9.1 The burden of proof in all Impeachment Trials shall lie on the Plaintiff to show the Defendant to be guilty beyond a reasonable doubt.
  - 10.9.2 The Chair of the Trial shall be responsible to address the objections of either party.
  - 10.9.3 The Chair of the Trial or the Senate may recess at any time.
  - 10.9.4 The Plaintiff shall forfeit their speaking rights during the Senate deliberation upon the submission of the case.
  - 10.9.5 All parties are prohibited from influencing or attempting to influence any member of the Senate outside of the Trial. Any violation of this provision shall be considered gross malfeasance of duty and a violation of Due Process. Violators shall be referred to the Office of Judicial Affairs, the Dean of Students Office, and the Supreme Court for infractions including, but not limited to, violating the Student Disciplinary Regulations.
  - 10.9.6 The Senate may delineate other procedures for the Impeachment Trial.

## Chapter 11. Finance Procedures and Policies

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- 11.1. Definition of Terms
  - 11.1.1 A fiscal year shall be defined as commencing on July 1 and ending on June 30 of any given year.
  - 11.1.2 Student fee money shall be defined as funds collected from the mandatory Student Activities Fee and allocated to the SG from the Special Student Fee and Tuition Committee. The SG shall not charge dues directly to any of its members.
  - 11.1.3 Finance Priorities and Criteria shall be defined as the document used for stating SG rules and restrictions for allocations of student fee money in addition to the rules and restrictions delineated in the Bylaws.
  - 11.1.4 An organization's SG Budget shall be defined as only those funds approved for allocation by the SG Senate through Annual Allocations or any other allocation process.
  - 11.1.5 Operating expenditures shall be defined as those expenses incurred in the regular operation an organization.
  - 11.1.6 Funding eligible items shall be defined in Finance Priorities and Criteria.
  - 11.1.7 Funding ineligible items shall be defined in Finance Priorities and Criteria.
  - 11.1.8 Financial support shall be defined as any monetary contribution in the form of salaries, donations, or services purchased.
  - 11.1.9 Material support shall be defined as any donations of equipment, advertisements, posters, or in-kind donations.
- 11.2. All Student organizations receiving SG funding shall adhere to the eligibility requirements and subsidiary exceptions as outlined in Priorities and Criteria.
  - 11.2.1 The organization shall not request student fee money for the purposes of satisfying debts to either the SG or other entities except through a debt contract between the student organization and SG administered through the Student Organization Debt Reserve Account.
  - 11.2.2 Student Organizations in compliance with an approved debt contract shall not be prohibited from receiving Student Government funds for having outstanding debt with Student Government.
  - 11.2.3 Any student organization requesting funding through Student Government accounts must send a representative to Senate from the relevant organization at the time of the funding request.
- 11.3. Types of Organizations
  - 11.3.1 Prior to an organization requesting and receiving SG funds, the organization must be first determined to fall into one of the following tiers:
    - 11.3.1.1 SG Partner
    - 11.3.1.2 SG Sponsored
    - 11.3.1.3 SG Funded
    - 11.3.1.4 SG Funding Ineligible
  - 11.3.2 Which tier an organization falls into is determined by careful consideration of the following criteria:
    - 11.3.2.1 The organization's relationship with SG
    - 11.3.2.2 The organization's relationship with the University

## Student Government Bylaws

11.3.2.2.1 The organization's relationship with the University is determined by evaluating the student organization's mission and goals as they related to the mission, vision, goals, and culture identified by SG and the University in their strategic planning documents

11.3.2.3 The purpose and scope of the organization's activities

11.3.2.4 The size of the university population served

11.3.2.5 The perceived potential risk to participants and the University

### 11.3.3 SG Partners

11.3.3.1 SG Partner organizations are those

11.3.3.1.1 Critical to the mission and culture of SG

11.3.3.1.2 Work as a partner of SG or one of its branches

11.3.3.1.3 Inherently linked to SG because of their role servicing the university

11.3.3.1.4 That present events of such broad appeal they are considered an integral part of the institution

11.3.3.1.5 Whose purpose and effect are to serve a broad segment of the university community, not just its membership

11.3.3.2 SG Partner organizations shall have:

11.3.3.2.1 Routinely presented events of broad appeal for the campus community

11.3.3.2.2 Operations and even planning that are complex

11.3.3.2.3 A designated risk management officer who shall serve as a member of the organization's executive team

11.3.3.2.3.1 The risk management officer shall develop and maintain standard operating procedures reviewed on an annual basis by the organization, and must remain consistent with the university and SG policies

11.3.3.3 SG Partner organizations include, at the minimum:

11.3.3.3.1. SG and all portions thereof

11.3.3.3.2. Student Legal Services

11.3.3.3.3. Student Activities Center

11.3.3.3.4. Student Counseling

11.3.3.3.5. International Students and Scholars

11.3.3.3.6. Student Union Board

11.3.3.3.7. Committee on Lectures

11.3.3.3.8. Information Technology Services

11.3.3.3.9. Performing Arts Council

11.3.3.3.10 Student Alumni Leadership Council

### 11.3.4 SG Sponsored Organizations

11.3.4.1 SG Sponsored organizations are those:

11.3.4.1.1. That serve the broad interest of student and the general public, not just its members

11.3.4.1.2. That are operated and maintained by its members

11.3.4.1.3. That contribute to the mission, vision, goals, and culture of SG and the University by routinely presenting events for members of the University community.

11.3.4.1.3.1. Publications and other media

11.3.4.1.3.2. Organizations that appeal to some element of the culture of the University

11.3.4.1.3.3. Organizations that put on major events

11.3.4.1.3.4. Organizations that put on recurring events

### 11.3.5 SG Funding Eligible organizations

11.3.5.1 SG Funding Eligible organizations are those:

11.3.5.1.1. That are consistent with the mission and culture of SG and the University, and primarily engage in activities that benefit or interest their membership

11.3.5.1.2. Whose primary interest groups are capable of functioning with minimal outside support

11.3.5.1.3. That satisfy the eligibility requirements section as delineated in Priorities and Criteria.

### 11.3.6 SG Funding Ineligible Organizations

11.3.6.1 SG Funding Ineligible Organizations are those:

11.3.6.1.1. That are not consistent with the mission and culture of SG or the University

## Student Government Bylaws

11.3.6.1.2. That violate any of the eligibility requirements as delineated in Priorities and Criteria.

### 11.4. Regulations for Receiving student fee money

#### 11.4.1 Printed and Electronic Materials

11.4.1.1 All advertising and printed or electronic material that is circulated outside of an organization shall contain the phrase "Funded by students through Student Government", the approved SG logo, or an equivalent phrase in a suitable type size.

11.4.2 Allocated funds shall be spent as stated in legislation and SG Budgets.

11.4.3 All allocated funds for a fiscal year that remain unspent or unencumbered as of the last day of the fiscal year shall be transferred in equal amounts to the Special Projects Account and Events Account, effective the first day of the following fiscal year.

### 11.5. Requirements of Allocation Cycles

#### 11.5.1 Communication during allocation cycles.

11.5.1.1 The Finance Committee shall provide an Allocation Cycle Information Packet, which shall include:

11.5.1.1.1. Samples of all forms to be used for requesting funds.

11.5.1.1.2. Finance Priorities and Criteria that shall be followed.

11.5.1.1.3. A schedule of dates for the allocation process.

11.5.1.1.4. The name and contact information of the financial advisor assigned to the specific organization.

11.5.1.2 The organization shall provide the following information to the Finance Committee:

11.5.1.3 The names and contact information of the officers and advisor(s) of the organization.

11.5.1.3.1. A complete budget for the next fiscal year, including income from all sources and an itemized list of all expenditures.

11.5.1.3.2. A complete and updated copy of the SG Capital Docket..

11.5.1.3.3. Any other pertinent information that may assist the Finance Committee in conducting a fair and efficient process..

11.5.1.4 The Finance Director shall provide the following information to the Finance Committee.

11.5.1.4.1 Current account balance of every organization requesting funds.

11.5.1.4.2 Amount reclaimed in previous fiscal year for each organization.

#### 11.5.2 Process and Policies Governing the Request of Criteria Items

11.5.2.1.1. Once the organization submits a budget request, changes may only be made by the Finance Committee.

11.5.2.1.2. The Finance Committee shall have the authority to move criteria item requests to non-criteria items.

11.5.2.1.3. The Finance Committee shall have the authority to place reasonable limits on criteria line item requests.

11.5.2.1.4. The Finance Committee shall have the authority to remove any line items from an organization's budget with sufficient cause.

11.5.2.1.5. The Finance Committee shall have the authority to reduce organizations' request of funds to be within budget restrictions.

11.5.2.1.6. The Finance Committee shall not grant increases in the budgets of organizations from fiscal year to fiscal year based solely upon inflation.

11.5.2.2 Organizations may request extensions of deadlines and different hearing times.

11.5.2.2.1. Requests for extensions of deadlines shall be submitted in writing to the Finance Director no later than one (1) class day prior to the date in question.

11.5.2.2.2. Requests for changes of hearing times shall be submitted in writing to the Finance Director no later than four (4) class days prior to the date in question.

### 11.6. Budget Adjustments

#### 11.6.1 Budget Line Creation

11.6.1.1 All organizations receiving student fee money may request a new budget line be created within the organization's budget.

11.6.1.2 All requests for budget line creation and transfer shall be submitted in writing to the Finance Director.

11.6.1.3 The Finance Committee shall have the authority to approve budget line creation requests within an organization's budget.



## Student Government Bylaws

### 11.6.2 Line Item Transfers

- 11.6.2.1 All organizations receiving student fee money may request line item transfers with sufficient cause within an organizations SG Budget.
- 11.6.2.2 All requests for line item transfers by organizations must be submitted in writing to the Finance Director.
- 11.6.2.3 The Finance Director shall have the authority to approve all line item transfers within an organization's budget as long as the cumulative total of all line item transfers does not exceed \$500 in any Fiscal Year.
- 11.6.2.4 The Finance Committee shall have the authority to approve all line item transfers within an organization's budget as long as the cumulative total of all line item transfers does not exceed \$1500 in any Fiscal Year.
- 11.6.2.5 In the event that the Finance Director receives a line item request totaling \$1500 in any Fiscal Year or more, the Finance Director shall deliver the request to the Vice Chair of Finance Committee to submit to the Senate

### 11.6.3 Carry over of Funds

- 11.6.3.1 All organizations receiving student fee money may request a carry over of funds with sufficient cause, once per fiscal year.
- 11.6.3.2 All carry over requests equal to or greater than \$500 shall be submitted to the Finance Director in writing four (4) weeks before the end of the spring semester.
- 11.6.3.3 All carry over requests of less than \$500 shall be submitted to the Finance Director in writing before the end of the fiscal year..
- 11.6.3.4 The Finance Director shall have the authority to approve carry over requests totaling less than \$500.
- 11.6.3.5 The Finance Committee shall have the authority to approve carry over requests totaling less than \$2000.
- 11.6.3.6 In the event that the Finance Director receives a request totaling \$2000 or more, the Finance Director shall deliver the request to a senator on the Finance Committee who shall author a bill to present to the Senate.

## 11.7. Accounts

### 11.7.1 Senate Discretionary Account

- 11.7.1.1 Funds in this account shall provide a means to allocate funds to organizations for items deemed appropriate in accordance with Finance Priorities and Criteria.
- 11.7.1.2 Each bill requesting funds from the Senate Discretionary Account shall include:
  - 11.7.1.2.1 A complete budget, which includes the sources of income causes for expenditures, and any other relevant information for the request.
  - 11.7.1.2.2 A statement of the date(s) of the event(s) when applicable.
  - 11.7.1.2.3 Any unused funds in this account remaining at the end of the Second or Third sessions of the Senate shall remain in this account.
- 11.7.1.3 Allocations to this account shall not exceed \$60,000 per fiscal year, \$30,000 per semester, and shall not be less than \$10,000 per semester.

### 11.7.2 Special Projects Account

- 11.7.2.1 Funds in this account shall provide a means to allocate funds for special projects and capital items deemed appropriate by the SG senate in accordance with Finance Priorities and Criteria.
- 11.7.2.2 The balance of this account shall be no less than \$125,000.
- 11.7.2.3 In the event that another account drops below the session total allocated, The Vice Chair of the Finance Committee shall write a bill to transfer the Amount of money, which will vary case by case.
- 11.7.2.4 The Finance Director shall audit Government funds in this account at least once per legislative session.

### 11.7.3 Annual Allocations Account

- 11.7.3.1 Funds in this account are for the express purpose of allocating the funds approved in SG Budgets through the Annual Allocations process in accordance with Priorities and Criteria.
- 11.7.3.2 All expenditures must be through the 'Annual Allocations Recommendations,' or through a Senate Bill reclaiming the funds to another government account.

## Student Government Bylaws

- 11.7.3.3 Funds shall be allocated to the account through the 'Account Allocations for the Next Fiscal Year,' bill and based upon the 'Annual Allocations Recommendations,' bill(s).
- 11.7.3.4 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 11.7.4 Depreciation Reserve Account
  - 11.7.4.1 Funds in this account are for the express purpose of funding the SG Capital Docket Depreciation line-items.
    - 11.7.4.1.1 The SG Capital Docket should be established to include a complete and updated inventory of all SG funded capital equipment, each item's value, location, purchase status, and a summary of the state and rate of its depreciation allocations.
    - 11.7.4.1.2 The SG Capital Docket should be available to all student Organizations.
  - 11.7.4.2 Capital Expenditures shall be depreciated in the SG Capital Docket on a case-by-case basis as determined by the Finance Committee or the Senate using the straight-line depreciation method.
    - 11.7.4.2.1 Any bill funding a capital purchase must also establish and fund A SG Capital Docket depreciation line-item for each capital item.
  - 11.7.4.3 In order to be considered for depreciation, an item must have a minimum value of \$1500 and be depreciated over at least three (3) years.
  - 11.7.4.4 Allocations from this account shall only be used for the items stated in the SG Capital Docket.
  - 11.7.4.5 The Finance Committee or Senate reserves the right to recapture any or all depreciation reserves.
  - 11.7.4.6 The Finance Committee shall have the authority during the Annual Allocations cycle to use funds from this account for the purposes of purchasing replacement capital items. The Finance Committee shall be required to state this in the Finance Committee's recommendations to the Senate.
  - 11.7.4.7 The allocation process for matured funds in this account shall be as follows:
    - 11.7.4.7.1. When all payments dictated by the SG Capital Docket for an item have been made, the funds for that item shall be considered fully depreciated.
    - 11.7.4.7.2. The Finance Director shall notify the organization of the maturation of the funds.
    - 11.7.4.7.3. The organization may make a request to the Finance Committee for allocation of these funds.
    - 11.7.4.7.4. The Finance Committee shall approve or disapprove the request.
    - 11.7.4.7.5. The Finance Committee shall make a report to the Senate regarding the request.
  - 11.7.4.8 Funds shall accumulate in the Depreciation Reserve Account from fiscal year to fiscal year.
- 11.7.5 Student Organization Debt Reserve Account
  - 11.7.5.1 Funds in this account are for the express purpose of holding funds to maintain a minimum availability to student organizations for the purpose of satisfying extreme or unforeseen debt incurred by a student organization.
  - 11.7.5.2 Allocations to this account shall come from the 'Account Allocations for the Next Fiscal Year,' bill and from funds paid to the SG from organizations.
  - 11.7.5.3 No student organization shall receive funds from this account until a specific, binding, and written contract has been agreed to by the organization and ratified by the Senate.
  - 11.7.5.4 Funds shall accumulate in the Student Organizations Debt Reserve Account from fiscal year to fiscal year and may only be transferred to the Special Projects Account by an affirmative two-thirds (2/3) vote of Senate and approval of the Special Student Fee and Tuition Committee.
  - 11.7.5.5 Funds shall accumulate in the Student Organizations Debt Reserve Account from fiscal year to fiscal year and may only be transferred to the Special Projects Account.
- 11.7.6 Student Activities Fees Reserve Account
  - 11.7.6.1 Funds in this account are for the express purpose of holding funds to manage extreme emergency expenses resulting from:

## Student Government Bylaws

- 11.7.6.1.1. An unpredicted drop in enrollment thereby causing the SG to be unable to meet its financial obligations due the resulting loss of student fee money.
- 11.7.6.1.2. An error in allocation that has occurred due to an error in accounting or mathematical procedures.
- 11.7.6.1.3. An error in allocation that has occurred due to SG, in part or in whole, overlooking an organization that has followed the appropriate procedures.
- 11.7.6.1.4. An ISU Human Resource Services reclassification of SG-funded staff, thereby forcing the disbursement of increased compensation that cannot be allocated through any other means.
- 11.7.6.2 The balance in this account shall be equal to six (6) percent of the Student Government line in the Student Activities Fees as stated in the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee.
- 11.7.6.3 The Student Activities Fees Reserve Account balance exceeding the amount projected by the Chief Financial Officer of Iowa State University Vice President for Business and Finance shall accumulate in this account until adjusted in the "Account Allocations for the Next Fiscal Year" bill.
- 11.7.6.4 Expenditures from this account shall require approval from the Senate, as directed by the Chief Financial Officer of Iowa State University Vice President for Business and Finance, or the Special Student Fee and Tuition Committee.
- 11.7.6.5 Funds from this account shall accumulate in the Student Activities Fees Reserve Account from fiscal year to fiscal year.
- 11.7.7 Recurring and Other Obligations Account
  - 11.7.7.1 Funds in this account shall provide a means to fund ratified contracts and agreements between the SG and the University, as delineated in an Act of the Senate.
  - 11.7.7.2 Funds in this account shall provide the means to fund administrative services provided by the University to the Campus Organizations' Accounting Office.
  - 11.7.7.3 Funds in this account shall provide the means to fund copyright costs shared between the SG and the University for music and theatre events, performed without admission charges for students.
  - 11.7.7.4 Expenditures from this account not automatically allocated by the 'Account Allocations for the Next Fiscal Year,' bill shall require an affirmative two-thirds (2/3) vote of the Senate.
  - 11.7.7.5 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 11.7.8 Legislative Relations
  - 11.7.8.1 Funds in this account shall provide a means to fund relations with and lobbying of other government bodies to further student interests, including but not limited to the City of Ames, the State of Iowa, and the Board of Regents, State of Iowa.
  - 11.7.8.2 Funds shall be deposited in this account annually from the Reserve for Legislative Relations line in the Student Activities Fees as stated in the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee, and spent in a manner as agreed to by the SG and the Special Student Fee and Tuition Committee.
  - 11.7.8.3 Authorization to spend funds from the Legislative Relations Account shall require the approval of the President.
  - 11.7.8.4 Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Legislative Relations Account since the last audit.
  - 11.7.8.5 The Finance Director shall report the results of the audit to the Senate.
  - 11.7.8.6 Funds from this account shall accumulate in the Legislative Relations Account from fiscal year to fiscal year.
- 11.7.9 ISU Ambassadors Account
  - 11.7.9.1 Funds in this account shall provide a means to fund the ISU Ambassadors to lobby and plan events to assist in lobbying efforts to University, Local, State, and National governments and other governing bodies
    - 11.7.9.2 Funds shall be transferred to this account from the Legislative Relations account.
      - 11.7.9.2.1. The Finance Committee shall approve the ISU Ambassadors budget in the fall semester before any expenses are made.

## Student Government Bylaws

- 11.7.9.2.2. The budget shall include an estimate of all expenses for the fall and spring semesters.
- 11.7.9.2.3. The budget shall be reported to the Senate.
- 11.7.9.2.4. Any changes to the budget must be reported to the Finance Committee for approval and reported to the Senate.
  - 11.7.9.3 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 11.7.10 Student Government Operating Account
  - 11.7.10.1 Funds in this account shall provide a means to fund the general office budget as allocated through Annual Allocations.
  - 11.7.10.2 The Executive Branch shall be responsible for all expenditures from this account, in accordance with the SG Budget adopted by the Senate, including amendments to the budget made according to Government law.
  - 11.7.10.3 A line item shall be placed in this account every fiscal year to fund the Government's public relations initiatives.
    - 11.7.10.3.1. Funds in this line item shall provide a means to fund public relations initiatives for the Government and its elections.
      - 11.7.10.3.1.1. All expenditures must receive a majority vote of the Public Relations Committee during a regular scheduled meeting.
      - 11.7.10.3.1.2. The Public Relations Committee Chair will submit to the Public Relations Committee a line-item budget 24 hours prior to the next Public Affairs Committee meeting.
      - 11.7.10.3.1.3. The Public Relations Committee may block the expenditure by a majority vote of seated Public Relations Committee members at the next Public Relations Committee meeting.
      - 11.7.10.3.1.4. The Finance Director shall maintain the authority to approve expenditures not exceeding \$500 and the Finance Committee shall maintain the authority to approve expenditures exceeding \$500.
    - 11.7.10.3.2. The "Account Allocations for the Next Fiscal Year" bill shall include a line to transfer an amount into the Public Relations line item in the Student Government Account. This transfer shall not be less than \$3000 and not to exceed \$6,000.00 as recommended by the Finance Committee.
    - 11.7.10.3.3. After the Public Relations Committee is seated, the funds allocated for the new Public Relations Committee may be spent immediately.
    - 11.7.10.3.4. Authorization to spend funds from the Public Relations line item shall require the approval of the Public Relations Committee.
    - 11.7.10.3.5. All vouchers for expenditures from this line item shall be approved by the Finance Director and one of the SG Advisors.
    - 11.7.10.3.6. Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Public Relations line item since the last audit.
    - 11.7.10.3.7. The Finance Director shall report the results of the audit to the Senate.
    - 11.7.10.3.8. All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 11.7.11 Student Government Fee Account
  - 11.7.11.1 Funds in this account are for the express purpose of holding funds from the Student Government line in the Student Activities Fees as stated on the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee, before allocated to other accounts as approved through the "Account Allocations for the Next Fiscal Year" bill.
  - 11.7.11.2 Transfers from this account shall occur as prescribed by the 'Account Allocations for the Next Fiscal Year,' bill and approved by the Special Student Fee and Tuition Committee.
  - 11.7.11.3 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
  - 11.7.11.4 Any deficit in funds shall be rectified by a transfer from the Student Activity Fee Reserve Account, as approved by the University Controller.
- 11.7.12 Executive Initiative Account
  - 11.7.12.1 Funds in this account shall provide a means to fund initiatives of the Executive Branch.
    - 11.7.12.1.1. The President or any member of cabinet will submit to the Executive Cabinet and Finance Director a line-item budget at least 48 hours before making any expenditures from this account.

## Student Government Bylaws

- 11.7.12.1.2. The line-item budget shall provide documentation of each line-item's business purpose, as defined by the SG President..
- 11.7.12.1.3. Any Cabinet officer or the Finance Director can appeal a planned purchase within 48 hours of the President or Cabinet member submitting the line-item budget, such appeals shall be debated and voted on at the following cabinet meeting.
- 11.7.12.1.4. The Cabinet may block the expenditure by a 2/3 vote of present Cabinet officers at the next cabinet meeting.
- 11.7.12.1.5. A vote on the appeal must happen within seven (7) calendar days of the appeal.
- 11.7.12.1.6. In the event of an appeal, no appealed purchase may be made from this account until the appeal process is concluded.
- 11.7.12.2 The "Account Allocations for the Next Fiscal Year" bill shall include a line to transfer an amount into the Executive Initiative Account. This transfer shall be not less than \$1500 and not to exceed \$5000, as recommended by the Finance Committee.
- 11.7.12.3 After Inauguration, the funds allocated for the new administration may be spent immediately.
- 11.7.12.4 Authorization to spend funds from the Executive Initiative Account shall require the approval of the President.
- 11.7.12.5 All vouchers for expenditures from this account shall be approved by the Finance Director and One of the SG Advisors.
- 11.7.12.6 Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Executive Initiative Account since the last audit.
- 11.7.12.7 The Finance Director shall report the results of the audit to the Senate.
- 11.7.12.8 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 11.7.13 ASSET Account
  - 11.7.13.1 Funds in this account shall provide a means to fund the ASSET organizations through the ASSET process and ASSET related expenses.
  - 11.7.13.2 Funding for this account shall be determined in the 'Account Allocations for the Next Fiscal Year,' bill.
  - 11.7.13.3 Recommendations for expenditures from this account shall come from the Treasurer and approved by the President and the Finance Director.
  - 11.7.13.4 Expenditures to agencies through this account shall require a contract between the SG and the agency.
  - 11.7.13.5 Appeals Process
    - 11.7.13.5.1. An agency seeking to appeal its funding recommendation will submit a written appeal request to the SG Finance Director by 5 pm the Monday after funding recommendations are posted.
    - 11.7.13.5.2. The SG Finance Director shall make a recommendation to the SG Finance Committee after receiving the appeal about whether or not an appeal shall be heard.
      - 11.7.13.5.2.1. A majority vote of the Finance Committee will grant that an appeal be heard.
      - 11.7.13.5.2.2. The Vice-Chair of Finance Committee shall author and submit the appeal to the SG Senate in the form of financial legislation for final approval.
      - 11.7.13.5.3. All funding granted through an appeal will come out of the ASSET Account.
  - 11.7.13.6 Any agency may request to transfer funds between services that received funding from the SG for the current fiscal year. The Finance Committee shall have the authority to approve all transfer requests from ASSET agencies.
  - 11.7.13.7 Allocations to this account shall carry over until August 1<sup>st</sup> of the fiscal year following the fiscal year in which the allocation was made.
- 11.7.14 Events Account
  - 11.7.14.1 Funds shall be deposited in this account annually from half of the misspent or unencumbered monies.
  - 11.7.14.2 Funds from this account are not bound by Priorities and Criteria.
  - 11.7.14.3 Expenditures from this account shall be for events that are
    - 11.7.14.3.1. Entertaining or social in nature.
    - 11.7.14.3.2. Open to all students.
    - 11.7.14.3.3. Free of charge to students.
  - 11.7.14.4 Funds from this account shall accumulate from fiscal year to fiscal year.

## Student Government Bylaws

- 11.7.14.5 Funds exceeding \$50,000 in this account shall automatically be transferred to the Special Projects Account.
- 11.7.14.6 Authorization to spend funds from this account shall require approval of the Senate.
- 11.7.15 Ad-hoc Government Budgets
  - 11.7.15.1 Funds in these budgets shall provide a means to fund initiatives defined by the Senate or the Special Student Fee and Tuition Committee.
  - 11.7.15.2 Any Government account not mentioned in these bylaws shall be considered an ad-hoc government budget.
  - 11.7.15.3 Ad-hoc accounts may only be created by an act of the Senate or the Special Student Fee and Tuition Committee specifying rules and procedures for the account.
  - 11.7.15.4 The Finance Director shall maintain a list of all Government Accounts, account numbers, and legislation or documents that pertains to the accounts.
  - 11.7.15.5 All unused funds go back to Special Projects.
- 11.7.16 Green Initiatives Account
  - 11.7.16.1 This account is for funding sustainability projects that align with at least one of the following goals,
    - 11.7.16.1.1 Reduce energy consumption, waste production, and the carbon footprint on campus,
    - 11.7.16.1.2 Encourage sustainable development and encourage ISU to become a greener campus,
    - 11.7.16.1.3 Provide educational opportunities for students to learn more about sustainable lifestyles, choices, and options available to them.
    - 11.7.16.1.4 Benefit a large part of the ISU campus or connect the university to the Ames community.
  - 11.7.16.2 Allocations from this account may be made by the Sustainability Committee by an affirmative majority vote to student(s), student organizations, or University department, after which they will then follow the usual and proper funding procedures, regardless of their funding eligibility classification.
  - 11.7.16.3 Funds shall be automatically allocated to this account at the beginning of the new fiscal year from the Special Projects Account.
  - 11.7.16.4 The amount to be transferred should be \$15,000 or 10% of the Special Projects Account balance, whichever is less.
  - 11.7.16.5 Any unused funds at the end of the fiscal year should automatically be transferred to the Special Projects Account.
  - 11.7.16.6 Funds from this account are not bound by Priorities and Criteria
- 11.7.17 Excellence Fund Account
  - 11.7.17.1 The purpose of this account is for funding unique initiatives that go above and beyond the average request and aren't able to easily receive funding through an alternative funding mechanism, Student Government or otherwise.
    - 11.7.17.1.1 Guiding principles for this account shall be:
      - 11.7.17.1.1.1 Raise the university profile or prestige.
      - 11.7.17.1.1.2 Promote diversity, inclusion, equality, social justice, or address other issues of campus climate.
      - 11.7.17.1.1.3 Have a positive impact on the student experience of a broad segment of the campus population.
      - 11.7.17.1.1.4 Funds from this account must not be a reoccurring event or ask.
      - 11.7.17.1.1.5 The request is ineligible for funding through another account.
      - 11.7.17.1.1.6 Requests must meet all criteria in order to be eligible for funding.
    - 11.7.17.2 Funds must be allocated to a registered student organization with the Student Activities Center or a university department.
    - 11.7.17.3 Requests can only come from registered students.
    - 11.7.17.4 The President shall propose a specific set of evaluation criteria, not amended by the Senate to be used for allocating money from the Excellence Account for the remainder of the fiscal year.
      - 11.7.17.4.1 The evaluation criteria must be approved by an affirmative two-thirds vote of present senators.
      - 11.7.17.4.2 A bill for adopting the evaluation criteria shall be introduced by the Vice Chair of Finance Committee immediately upon receipt of the proposed evaluation criteria from the President.
        - 11.7.17.4.2.1 If the bill fails, the President must submit a revised set of evaluation

## Student Government Bylaws

- criteria to the Senate within one (1) week.
  - 11.7.17.5 Expenditures from this account are not bound by Priorities and Criteria.
  - 11.7.17.6 Ten (10) percent of the balance in the Special Projects Account shall be automatically transferred into this account on September 1<sup>st</sup> of each fiscal year.
  - 11.7.17.7 Unused funds from this account shall be automatically transferred to the Special Projects Account at the end of each fiscal year.
  - 11.7.18 Upon request to the Office Manager or Finance Director, all budgets and transactions of SG accounts shall be available for examination.
  - 11.7.19 All monies belonging to the SG shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within twenty-four (24) hours after collection.
  - 11.7.20 All expenditures from SG Accounts shall require the signatures of the Finance Director and one of the SG Advisors, unless otherwise stipulated.
- 11.8. Required Financial Legislation
- 11.8.1 Finance Priorities and Criteria Bill
    - 11.8.1.1 The Finance Committee shall recommend to the Senate the “Finance Priorities and Criteria” for the next fiscal year.
    - 11.8.1.2 The Finance Priorities and Criteria shall state any additional rules and regulations for the funding of organizations that are not delineated in existing Government Laws.
    - 11.8.1.3 The Finance Committee shall deliver to the Vice Chair of Finance Committee the “Finance Priorities and Criteria” no later than three (3) Senate meetings before the end of the fall semester.
    - 11.8.1.4 The Vice Chair of Finance Committee shall author the bill and deliver to the Senate.
  - 11.8.2 ASSET Priority Funding Bill
    - 11.8.2.1 The Finance Committee shall recommend to the Senate the “ASSET Funding Priorities” for the ASSET allocations of the next fiscal year.
    - 11.8.2.2 The ASSET funding priorities shall focus on the needs of the students of Iowa State University.
    - 11.8.2.3 The Finance Committee shall deliver to the Speaker the “ASSET Funding Priorities” no later than the second to the last Senate meeting of the third session.
    - 11.8.2.4 The Vice Chair of Finance Committee shall author the bill and deliver to the Senate.
  - 11.8.3 Annual Allocations Recommendations Bill
    - 11.8.3.1 The Finance Committee shall deliver to the Senate the “Annual Allocations Recommendations” upon completion of its proceeding.
    - 11.8.3.2 The Finance Committee shall submit its recommendations no later than four (4) Senate meetings before the end of the Senate’s term.
    - 11.8.3.3 The Vice Chair of Finance Committee shall author the bill and deliver it to the Senate.
  - 11.8.4 Account Allocations for the Next Fiscal Year Bill
    - 11.8.4.1 The “Account Allocations for the Next Fiscal Year” bill shall state, by account, the Finance Committee’s recommendation for the Student Government line of the Student Activities fees as stated in the Mandatory Fee Worksheet reported by the Special Student Fee and Tuition Committee allocated to the SG by the Special Student Fee and Tuition Committee.
    - 11.8.4.2 The “Account Allocations for the Next Fiscal Year” bill shall include a list of the following accounts with a statement of the amount to be transferred into or out of the account, as mandated by the Bylaws, and an estimate of the balance, if appropriate:
      - 11.8.4.2.1. Student Government Fee Revenue, a statement of the predicted revenue received from the Student Government line of the Student Activities fees as stated in the Mandatory Fee Worksheet reported by the Special Student Fee and Tuition Committee, as determined by the Vice President for Business and Finance.
      - 11.8.4.2.2. Student Organization Debt Reserve Account
      - 11.8.4.2.3. Student Activities Fee Reserve Account
      - 11.8.4.2.4. Depreciation Reserve Account.

## Student Government Bylaws

- 11.8.4.2.5. Graduate and Professional Student Senate Transfer, a statement of the funds to be transferred to the Graduate and Professional Student Senate, as mandated by the Articles of Cooperation and agreed to by the Vice President for Business and Finance.
- 11.8.4.2.6. Executive Initiative Account
- 11.8.4.2.7. Annual Allocations Account
- 11.8.4.2.8. Senate Discretionary Account
- 11.8.4.2.9. ASSET Account.
- 11.8.4.2.10. Recurring and Other Obligations Account.
- 11.8.4.2.11. Accommodation Fund
- 11.8.4.3 The Finance Committee shall submit its recommendations no later than three (3) Senate meetings before the end of the Senate's term.
- 11.8.4.4 The "Account Allocations for the Next Fiscal Year" bill shall require an affirmative two-thirds (2/3) vote of voting senators.
- 11.8.4.4.1. The Finance Director shall submit the recommendations to the Finance Committee the Monday prior to the last Senate meeting of the month.

### 11.9. Breaches of Policy and Procedures

11.9.1 The following shall be considered breaches of policy and procedures by organizations:

- 11.9.1.1 Failure to include the appropriate SG identification on printed material or advertising.
- 11.9.1.2 Poor financial handling, which shall be defined as the following:
  - 11.9.1.2.1. Knowingly misrepresenting material fact regarding the organization's purpose, sources of income, or cause for expenditures.
  - 11.9.1.2.2. Failure to use allocated designated student fees money according to the SG-approved budget.
  - 11.9.1.2.3. Careless use of or mishandling of SG funds or equipment.
  - 11.9.1.2.4. Deficit spending.
  - 11.9.1.2.5. Failure to meet finance process deadlines.
  - 11.9.1.2.6. Failure to provide requested information.
  - 11.9.1.2.7. Maintaining any accounts outside of the Campus Organization's office.
- 11.9.1.3 Failure to abide by Government Laws.

11.9.2 In the event that reasonable cause is found that an organization has breached policy and/or procedure, the Finance Director shall freeze the organization's account until the matter is resolved.

11.9.3 Method for Investigating Breaches of Policy and/or Procedures

- 11.9.3.1 The Finance Director shall meet with a representative of the organization to discuss the alleged breach and shall deliver a written report to the Speaker of the Senate as to the discussion and any agreements reached.
- 11.9.3.2 In the event that no agreement could be reached with the Finance Director, the Finance Committee shall hold investigative hearings with the representatives from the organization to discuss the alleged breach.
- 11.9.3.3 The Finance Committee, upon completing the investigation:
  - 11.9.3.3.1 Shall direct the Finance Director to unfreeze the student organizations account, if the Finance Committee determines that the organization not guilty of the alleged breach.
  - 11.9.3.3.2 Shall, if the Finance Committee determines that the organization is guilty of the alleged breach, deliver the findings to the Speaker of the Senate, then the Vice Speaker of the of the Finance Committee shall author and submit for the Senate's consideration a bill containing the findings of the Finance Committee, including the breach and recommended disciplinary action.
- 11.9.3.4 In the event that the bill fails to become law, the Finance Director shall unfreeze the organization's account.
- 11.9.3.5 In the event that the bill becomes law, and the organization desires a different outcome, the organization may appeal the decision to the Supreme Court.

11.9.4 The following shall be considered the discipline structure for breaches of policy and procedures by organizations, in increasing severity:

- 11.9.4.1 A solution, mutually agreed upon by the Finance Committee and the organization.
- 11.9.4.2 Forbidding the organization from receiving additional funding for the current fiscal year.



- 11.9.4.3 Freezing the organization's account for the current fiscal year and reverting all unused funds to the originating SG account(s).
- 11.9.4.4 Freezing the organization's account for the current fiscal year, reverting all unused funds to the originating SG account(s), and preventing the organization from requesting designated student fees money for the next fiscal year.
- 11.9.4.5 Freezing the organization's account for the current fiscal year, reverting all unused funds to the originating SG account(s), preventing the organization from requesting designated student fees money for the next fiscal year, and expropriating all non-SG funds necessary to satisfy all debts to the SG.
- 11.9.5 In the event that there has been sufficient evidence for the Senate to conclude that the breach was malicious or premeditated, all officers and/or the faculty advisor(s) of the organization may be held personally liable for any damages, deficit, or debts incurred by the organization in question.
- 11.9.6 In the event that there has been sufficient evidence for the Senate to conclude that the breach may have violated a University, local, state, or federal law, a copy of all proceedings shall be immediately forwarded by the Speaker of the Senate to the Dean of Students Office.

## Chapter 12. Election Commission

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- 12.1. Scope and Mission Statement
  - 12.1.1 The mission of this commission shall be the fair and proper administration of all elections of the Government.
- 12.2. Composition of the Election Commission
  - 12.2.1 The Election Commissioner shall serve as the chair of the Election Commission and shall only vote in the event that the Commission is equally divided.
  - 12.2.2 The Commission shall be comprised of twelve (12) regular voting members and four (4) non-voting members.
  - 12.2.3 The Computation Center representative managing electronic ballots shall be a non-voting, ex-officio member of the Election Commission.
  - 12.2.4 Members of the Commission shall serve from time of appointment until resignation, removal, or until no longer enrolled as a student at Iowa State University.
- 12.3. Selection of the Vice Commissioner of the Election Commission
  - 12.3.1 One (1) member of the Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Election Commission to serve as Vice Commissioner of the Commission.
  - 12.3.2 The Vice Commissioner's selection shall require Senate approval.
- 12.4. Selection of the Election Commission Recorder
  - 12.4.1 One (1) member of the Election Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Commission to serve as the Election Commission Recorder.
  - 12.4.2 The Recorder's selection shall not require Senate approval.
- 12.5. Powers and Responsibilities of the Election Commission
  - 12.5.1 The Commission as a whole shall:
    - 12.5.1.1 Have the authority to promulgate additional rules and procedures within the guidelines of Government Law to address specific situations that may arise during any election. Such rules and procedures shall expire upon the certification of the results for said election.
    - 12.5.1.2 Have the authority to investigate all possible violations of Government Election Law, including Chapters 12 and 13 of the Bylaws, the Election Code, and any additional rules and procedures promulgated by the Election Commission.
    - 12.5.1.3 Have the authority to hold hearings in regard to possible violations of Government Election Law.
    - 12.5.1.4 Have the authority to impose penalties in regard to found violations of Government Election Law.
    - 12.5.1.5 Recommend to the Senate Rules Committee changes in Government Law to improve election procedures and policies.
    - 12.5.1.6 Apportion the seats on the Senate between the various constituencies using the Fall Semester registration numbers from the Registrar's office, barring preemptive known changes.
    - 12.5.1.7 Submit to the Speaker, who shall author a bill for the Senate's consideration, "Apportionment for the next Senate Term" no less than three (3) Senate meetings prior to the end of the Fall Semester.

## Student Government Bylaws

- 12.5.1.7.1. The Senate, by majority vote, may refer apportionment back to the Election Commission with recommendations for alterations to the total population figures and apportioned Senate seats if evidence for such an alteration is presented.
- 12.5.1.7.2. The Election Commission shall publish on the SG website the number of seats apportioned to each constituency during the first week of the Spring Semester.
- 12.5.1.8 Publicly announce the “General Election Timeline” prior to the end of the Fall Semester, which shall include a minimum of the following:
  - 12.5.1.8.1. The date of the start of the general election cycle, beyond which no changes to any election law shall be made until the certification of the results for that general election.
  - 12.5.1.8.2. Candidate seminar dates.
  - 12.5.1.8.3. The deadline for registering as an official candidate.
  - 12.5.1.8.4. The candidate petition, referenda, and student initiative deadline(s).
  - 12.5.1.8.5. The date of candidate ballot positioning.
  - 12.5.1.8.6. The financial disclosure deadline.
  - 12.5.1.8.7. Polling days and times.
  - 12.5.1.8.8. The date and time of the preliminary announcement of the election results.
- 12.5.1.9 Publicly announce a “Special Election Timeline” within forty-eight (48) hours of a request for a special election.
  - 12.5.1.9.1. The announcement of a special election shall indicate the start of a special election cycle, beyond which no changes to any election law shall take effect until the certification of the results for that special election.
  - 12.5.1.9.2. In the case of a recall election or an election to fill the positions of President and Vice President, the commission shall establish:
    - 12.5.1.9.2.1. The deadline for registering as an official candidate.
    - 12.5.1.9.2.2. The candidate petition deadline.
    - 12.5.1.9.2.3. The date of candidate ballot positioning.
    - 12.5.1.9.2.4. The financial disclosure deadline.
    - 12.5.1.9.2.5. Polling days and times.
    - 12.5.1.9.2.6. The date and time of the preliminary announcement of the election results.
  - 12.5.1.10 Be available to students interested in seeking office and/or interested in petitioning for initiative(s).
- 12.5.2 The Election Commissioner shall:
  - 12.5.2.1 Have their nomination before the Senate no later than the fourth Senate meeting of the Senate’s second session.
  - 12.5.2.2 Act as the official representative of the Commission, unless otherwise designated by the Election Commissioner or the Commission.
  - 12.5.2.3 Call such meetings of the Commission, as they deem necessary.
  - 12.5.2.4 Appoint a member of the Commission to act as advisor to each candidate seeking office and each student petitioning for initiative(s).
  - 12.5.2.5 Create such subcommittees as they deem necessary or at the request of the Commission.
  - 12.5.2.6 Appoint the members of subcommittees.
  - 12.5.2.7 Sign such letters or documents as are necessary to carry out the will of the Commission.
  - 12.5.2.8 Work directly with the Computation Center representative managing electronic ballots.
  - 12.5.2.9 Exclusively control the results of all elections as defined in this act and hold them confidential for a period of at least twenty-four (24) hours following the close of the last polling place.
  - 12.5.2.10 That General Election results be announced publicly within 48 hours of the polls closing. The Election Commissioner will attempt to arrange a public announcement with campus media and make digital copies of the results available following the public announcement.
  - 12.5.2.11 Lead all investigations into possible violations of Government Election Law and delegate full or partial responsibility for such investigations to another member of the Election Commission.
- 12.5.3 The Vice Commissioner shall:
  - 12.5.3.1 Directly assist the Election Commissioner in the operation of the Commission.

## Student Government Bylaws

- 12.5.3.2 Assume the duties of the chair in the absence of or conflict of interest of the Election Commissioner.
- 12.5.3.3 Lead all investigations into possible violations of Government Election Law and delegate full or partial responsibility for such investigations to another member of the Election Commission.
  - 12.5.3.3.1 This includes, but is not limited to, working with the Student Government public relations committee to form and execute the advertisement and marketing of the elections, establishing price quotes for materials necessary to promote all elections and proposing the necessary budget for such materials needed by the Election Commission.
  - 12.5.3.4 Assume the duties and responsibilities of the Election Commissioner upon extended absence, resignation, or removal under the title of Interim Election Commissioner.
    - 12.5.3.4.1 If the annual Election Code review outlined in 13.1.2 has been completed for the term, there shall not be a replacement Election Commissioner. Instead the Interim Election Commissioner shall act as the Election Commissioner for the remainder of the term.
    - 12.5.3.4.2 If the annual Election Code review outlined in 13.1.2 has not been completed for the term, there shall be a replacement Election Commissioner. This replacement Election Commissioner shall be nominated by the President and confirmed by the Senate.
- 12.5.4 The Election Commission Recorder shall:
  - 12.5.4.1 Be responsible for taking minutes at all meetings of the Commission.
  - 12.5.4.2 Present within five (5) days of a Commission meeting, a typed or electronic copy of the minutes to the Election Commissioner. Such minutes shall be reviewed and approved by the Commission at the following meeting after which they shall be made available by request.
- 12.6. Operating Procedures of the Commission
  - 12.6.1 The Commission and all of its subcommittees shall conduct all meetings in accordance with the current edition of *Robert's Rules of Order Newly Revised*, unless special rules are delineated in these Bylaws.
  - 12.6.2 Quorum of the Commission
    - 12.6.2.1 Quorum shall consist of two-thirds (2/3) of the regular members of the Commission.
    - 12.6.2.2 Should Quorum not be met with 2/3<sup>rd</sup> of voting members present, the Election Commissioner may elevate a non-voting member to a voting member for the duration of the meeting. The elevated non-voting member would count for purposes of Quorum.
    - 12.6.2.3 Elevated non-voting members shall be referred to as irregular members.
  - 12.6.3 All regular and irregular members of the Commission, except when serving as chair, may make motions and participate in debate during Commission meetings.
  - 12.6.4 All non-voting members may participate in debate during Commission meetings.
  - 12.6.5 In the event that a Commission member assumes the duties of the chair, they give up all voting rights, except in the event that the Commission is equally divided.
  - 12.6.6 The Commission may adopt additional operating procedures to ensure fairness and efficiency in the Commission's proceedings.
- 12.7. The Verification Panel
  - 12.7.1 At least three (3) members of the Election Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Commission to serve on the Verification board supervised by the Election Commissioner.
  - 12.7.2 The Verification Panel shall meet to review all challenged ballots no later than eight (8) hours before the preliminary announcement.
  - 12.7.3 If there are enough challenged ballots to affect the outcome of any question on the ballot, the Election Commission may delay the preliminary announcement of the election results.
  - 12.7.4 At no time shall the results of any ballot be released to anyone, including those serving on the Verification Panel.
  - 12.7.5 The Verification Panel shall consider all evidence presented by the voter, and use any other means at their disposal to determine if the voter has a valid claim.
    - 12.7.5.1 If the Verification Panel determines that the voter's claim is valid, the ballot shall be included with the non-challenged ballots and tabulated normally.

12.7.5.2 If the Verification Panel determines that the voter's claim is not valid, the Verification Panel shall not include that ballot in the tabulation of votes.

12.7.5.3 Voters who have their ballots rejected shall be notified in writing as to the reason for the rejection.

12.7.6 The Verification Panel has the final authority over the acceptance or rejection of all challenged ballots. Voters may appeal the decision of the Verification Panel to the Supreme Court only on the grounds of procedural error or lack of a fair hearing.

## Chapter 13. Election Procedures and Policies

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### 13.1. Election Code

13.1.1 The Government shall establish an Election Code, which shall contain the provisions of Government Law that directly regulate candidate and student behavior in regard to Government elections.

13.1.2 The Election Commission shall annually review the Election Code and shall present a proposal for any necessary and proper changes or a confirmation of reviews to the Speaker of the Senate or a confirmation of review no fewer than two (2) meetings prior to the end of the Fall Semester. Upon receipt, the Speaker of the Senate shall author a bill to amend the standing Election Code, pursuant to a two-thirds (2/3) vote of the present senators.

13.1.3 The Election Code shall establish a penalty structure for violations of the rules set forth in this act, the Election Code, and other rules and procedures established by the Election Commission.

13.1.3.1 Penalties shall consist of reduction or elimination of a candidate's or slate's eligibility for reimbursement funds and/or reduction or elimination of an executive slate's scholarship should they be elected and/or fined and/or the nullification of the contest.

13.1.3.1.1. When a Senate contest is voided due to extreme malicious violation of Election Law, it shall be considered a vacant seat.

13.1.3.1.2. When the President and Vice-President positions are voided due to extreme malicious violation of Election Law, there shall be a special election.

13.1.3.2 If a student is found to have committed extreme malicious violation of Election Law, they shall be ineligible to hold the seat until the next general election.

13.1.4 The Election Code shall:

13.1.4.1 Establish candidate and slate campaign spending limits.

13.1.4.2 Define valid campaign expenses.

13.1.4.3 Specify necessary Financial Reporting.

13.1.4.4 Set up procedures for verifying these reports.

13.1.4.5 Define Campaigning Guidelines and Rules.

13.1.4.6 Set up debate procedures and guidelines.

13.1.5 The Election Code shall specify all voting procedures, including methods of voting and polling places for general election.

### 13.2. Procedures and Policies Applicable to all Elections

#### 13.2.1 Registered Member Defined

13.2.1.1 For Senate residency seats, a registered member shall be defined as a student who currently lives in the area for the position sought or a student who can produce documentation of proof of intent on living within the area for the position sought before the election and must be living in that area on the first day of the second session.

13.2.1.2 For Senate college seats, a registered member shall be defined as a student whose primary major falls in the college for which the seat is in.

13.2.2 No member of the Election Commission shall seek office in any election supervised by the Election Commission during the time period from their confirmation by the Senate until the certification of results of said election.

#### 13.2.3 Voter Eligibility

13.2.3.1 All currently enrolled students shall be eligible to vote in any Government election.

13.2.3.2 All students shall be eligible to vote for the positions of President and Vice President and any University-wide referendum or initiative.

13.2.3.3 Students shall have as many votes as there are open seats for their respective college and residence area senators.

13.2.3.4 Students shall be eligible to vote only for senators in their respective college and residence area.

## Student Government Bylaws

- 13.2.3.5 Students shall be eligible to vote for any additional offices that are designated by and in accordance with Government Law.
- 13.2.4 Tabulation of Votes
- 13.2.4.1 The Computation Center shall provide to the Election Commission a total for all individual items on the ballot and a list of all write-in votes by constituency and by President and Vice President.
- 13.2.4.2 The Election Commission shall tabulate all of the write-in candidates and group together names that are obviously the same individual per constituency and President and Vice President.
- 13.2.4.3 Fictitious candidates and candidates not legally qualified to serve shall be disqualified before the tabulation of votes.
- 13.2.4.4 Referenda and initiatives shall be tabulated by “yes” and “no.” All referenda and initiatives shall require a majority vote to be approved with the exception of Constitutional amendments.
- 13.2.4.5 President and Vice President votes shall be tabulated by candidacy and elected by plurality.
- 13.2.4.6 Persons receiving the highest number of votes equal to the number of seats open in a constituency shall be determined the winners of Senate races.
- 13.2.4.7 The Election Commission shall recount the votes of any ballot item if the margin is within one (1) percent.
- 13.2.4.8 In the event of a tie for President and Vice President, the Election Commission shall hold a run-off election with only the tied candidates participating. Such an election shall be conducted as a special election under Government Law.
- 13.2.4.9 In the event of a tie for a Senate seat, the constituency council for that seat shall determine the method by which the tie shall be broken.
- 13.2.4.10 The Election Commission shall withhold the preliminary results of any election for a minimum of twenty-four (24) hours after the close of polling for that election.
- 13.2.5 The Election Commissioner, Vice Commissioner, and Election Commission Recorder shall certify the final results of any election five (5) class days after the last day of polling for that election. The Government Office Manager shall notarize the report containing the certification.
- 13.2.6 Any election contestations alleging violations of Government election law on the part of the Election Commission shall be filed with the Supreme Court within twenty-four (24) hours of the close of the last polling place.
- 13.2.7 Ballot positioning for all SG elections shall be determined by a method of chance.
- 13.2.8 A valid signature on any petition for candidate, slate, initiative, or referendum shall include a student’s printed name, ISU Student ID Number, and signature.
- 13.2.9 A student may sign any number of petitions in a given election but can sign a particular petition only once.
- 13.2.10 Investigation and Enforcement of Election Law.
- 13.2.10.1 In the event of an allegation of wrongdoing or evidence thereof the Commission may, by majority vote, investigate the allegation or evidence.
- 13.2.10.1.1 Initially, the candidates for President and Vice President shall be Investigated jointly.
- 13.2.10.1.1 An investigation of the candidates for President and Vice President may be narrowed to one particular candidate if the evidence suggests that the other had no knowledge of the alleged wrongdoing.
- 13.2.10.1.2 Candidates for Senator or other students shall be investigated individually.
- 13.2.10.2 The Commissioner and Vice Commissioner shall be empowered to conduct an informal investigation of any alleged violations.
- 13.2.10.2.1 When the need for active gathering of evidence arrives, the Election Commissioner and Vice Commissioner shall move an investigation from informal to formal stages. At this time the commission shall be notified of this change.
- 13.2.10.2.2 Any such findings shall not be considered by the Commission until a formal investigation has been initiated.
- 13.2.10.3 If the investigation provides further evidence, the Commission, by majority vote, may decide to hold hearings into the possible violation.

## Student Government Bylaws

- 13.2.10.3.1 The Election Commissioner shall be in charge of dispersing evidence to the commission as necessary, when deciding to hold a hearing on a possible violation.
- 13.2.10.4 The accused and, if applicable, the accusing party shall be notified within twenty-four (24) hours of the decision to hold a hearing. The hearing itself shall not be held earlier than forty eight (48) hours after the initial notification.
  - 13.2.10.4.1 At time of notification, evidence shall also be presented to the accused and/or accusing parties.
- 13.2.10.5 The Commission may call witnesses, including the accused, for the purpose of obtaining additional information.
- 13.2.10.6 The Commissioner shall be responsible for presenting to the Election Commission any evidence of violations.
- 13.2.10.7 The accused may call witnesses and present evidence as is necessary to present their case. All witnesses are subject to questions by the Commission.
- 13.2.10.8 The Commission shall meet in executive session to determine if a violation of Government Law has occurred.
- 13.2.10.9 All final votes on violations shall be conducted outside of executive session and shall require a majority vote of the Commission.
- 13.2.10.10 The guilty party shall be notified within twenty-four (24) hours, in writing, of the violation and the procedure for appealing the decision to the Supreme Court.
- 13.2.10.11 If the Commission suspects that the violation also violates the Student Disciplinary Regulations, or any applicable local, state, or federal law, the Dean of Students Office shall be notified.
- 13.2.11 Enforcement of Penalties
  - 13.2.11.1 If the Commission has found that a violation has occurred, the commission shall determine an appropriate penalty in accordance with the penalty schedule established in the Election Code.
  - 13.2.11.2 The penalized party shall be notified, in writing, of the penalty amount, justification and terms of payment within twenty-four (24) hours of the decision of the Election Commission.
- 13.3 Procedures and Policies Applicable to the General Election
  - 13.3.1 The Election Commission shall hold a minimum of three (3) candidate seminars to assist and inform students wishing to run for office. If a candidate cannot attend one of the scheduled seminars, they may fulfill this requirement by contacting the Election Commissioner no later than twenty-four (24) hours prior to the deadline for petitions.
  - 13.3.2 Petitions
    - 13.3.2.1 The Election Commission shall provide a standard petition form for students seeking office at least two (2) weeks before the petitioning deadline.
    - 13.3.2.2 Students wishing to be placed on the ballot as candidates for President and Vice President and privately fund their campaign shall have their petition signed by no fewer than 500 registered Iowa State University students.
    - 13.3.2.3 Students wishing to be placed on the ballot as candidates for President and Vice President and fund their campaign through student activity fees (also known as the public funding option) shall have their petition signed by no fewer than 750 registered Iowa State University students
    - 13.3.2.4 Students wishing to be placed on the ballot as candidates for President and Vice President must acquiesce to the financial restrictions stated within the Election Code
  - 13.3.3 The Election Commission shall sponsor a minimum of two (2) public debates for the Presidential and Vice Presidential candidates.
  - 13.3.4 The Election Commission shall provide to the Computation Center all information to be included on the ballot four (4) weeks prior to the first day of polling, beyond which no changes to the ballot shall be made.
  - 13.3.5 The Election Commission may provide the Computation Center with information about candidate infractions up until twenty-four (24) hours before the first day of polling.
- 13.4 Procedures and Policies Applicable to Special Elections
  - 13.4.1 A special election shall be held when called for under the provisions of the Constitution or in the case of a tie between Presidential and Vice Presidential executive slate candidates during a general election.
    - 13.4.1.1 The Senate may exercise their right to call for a special election with the passage of a Senate Order

## Student Government Bylaws

- 13.4.1.1 In the case of a constitutional amendment or referendum, the Senate may attach a request for a special election to the amendment bill, or they may pass a separate Senate Order.
- 13.4.2 A special election may consist of a recall election, an election to fill the positions of President and Vice President, an initiative election, or a referenda election.
- 13.4.3 Recall Elections and Elections to Fill the Positions of President and Vice President
  - 13.4.3.1 A recall election shall be held upon receipt of a petition signed by ten (10) percent of the students of that constituency, or nine (9) students of that constituency, whichever is greater.
  - 13.4.3.2 Members of the Election Commission shall individually assist students wishing to run for office.
- 13.4.4 Petitions
  - 13.4.4.1 The Election Commission shall provide a standard petition form for students seeking office at least one (1) week before the petitioning deadline.
    - 13.4.4.1.1 Students wishing to be placed on the ballot as candidates for President and Vice President shall have their petition signed by no fewer than 500 registered Iowa State University students.
    - 13.4.4.1.2 The official being recalled shall be placed first on the ballot, followed by any other candidates in an order determined by a method of chance.
- 13.4.5 Initiative & Referendum Elections
  - 13.4.5.1 Any initiative or referendum, whether on a separate ballot or the same ballot as some other general or special election constitutes a separate election. Votes in such an election shall be tabulated independently of all other elections.
  - 13.4.5.2 Students wishing to sponsor an initiative shall submit a request to obtain a customized petition form from the Election Commission containing the proposed ballot question exactly as it will appear on the ballot.
  - 13.4.5.3 The Election Commission shall publish all proposed initiatives and referenda in the Iowa State Daily prior to the first polling day of any election.
- 13.4.6 The Election Commission shall provide to the Computation Center all information to be included on the ballot one (1) week prior to the first day of polling, beyond which no changes to the ballot shall be made.
- 13.4.7 The Election Commission shall allow a minimum of one (1) week from the time of the announcement of the special election to the first day of polling for campaigning.
  - 13.4.7.1 When the Senate is the one requesting an election, they may stipulate the constitutional amendment or referenda being posed to voters on the Senate Order requesting the election or through a Senate Order anytime sooner than 2 weeks before the day of the election.
  - 13.4.7.2 The request shall be considered official only once the Speaker communicates the request of the Senate to the Election Commissioner.
    - 13.4.7.2.1 Requests for special elections may include a proposed date, but must be communicated to the election commission no sooner than 4 weeks before the proposed date.
    - 13.4.7.2.2 The Senate may choose to designate a time at which the Speaker will be required to communicate the request of the Senate.

## 14 Compensation for Chief Officers

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- 14.1 If the recipient remains in Story County during the semester of the remission, with the firm expectation that regular office hours be actively observed and responsibilities of their office be fulfilled,
  - 14.1.1 The President shall be offered a full tuition remission (hereafter called scholarship) that is equivalent to the in-state resident undergraduate tuition and included mandatory assessed fees.
  - 14.1.2 The Finance Director shall be offered a scholarship that is equivalent to Three-Fourths (3/4) the in-state resident undergraduate tuition and included mandatory assessed fees and a parking pass.
  - 14.1.3 The Vice President shall be offered a scholarship that is equivalent to Three Fourths (3/4) in-state resident undergraduate tuition, included mandatory assessed fees.
  - 14.1.4 The Speaker of the Senate shall be offered half of scholarship that is equivalent to half of the in-state undergraduate tuition, included mandatory assessed fees and a parking pass.
  - 14.1.5 The Vice Speaker of the Senate shall be offered a parking pass.

## Student Government Bylaws

- 14.1.6 The Chief of Staff shall be offered a parking pass.
- 14.1.7 Upon resignation, removal from office, or losing eligibility to hold office, the President, Vice President, Speaker, Vice Speaker, Finance Director, and/or Chief of Staff shall turn their parking passes over to their replacement.
- 14.2 Fall and Spring semester scholarships shall equal tuition assessed to the recipient for up to twelve (12) earned credit hours. The scholarship shall be applied only to tuition assessed, shall be paid only by voucher payable directly to the ISU Treasurer, and shall be paid only on the ISU installment plan at the minimum amount per payment.
- 14.3 The President and Financial Director shall receive Summer semester scholarships that shall equal tuition assessed for up to four (4) earned credit hours.
- 14.4 Scholarships shall not be offered until:
  - 14.4.1 The SG Advisor has provided the Student Financial Aid Office with written verification of eligibility to hold office,
  - 14.4.2 The Student Financial Aid Office has certified the total amount of all other grants and scholarships accepted by the recipient for tuition and room and board.
- 14.5 As certified each semester by the SG Advisor, failure to earn the number of credit hours for which tuition was paid shall require the recipient to make restitution for the difference between tuition paid and tuition for credits earned.
- 14.6 Upon resignation or losing eligibility to hold office, all scholarship funds remaining for the respective office shall be immediately frozen, and shall be released only when the respective office is filled.

## 15 Amending the Bylaws

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- 15.1 The Bylaws shall be amended only at a regular meeting of the Senate.
- 15.2 Amending the Bylaws shall be outlined in the SG Constitution.
- 15.3 Within ten (10) days of an amendment of the Constitution, Articles of Cooperation or Bylaws, the updated document(s) shall be forwarded to the Student Activities Center.

## 16 Ratification

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- 16.1 These Bylaws shall go into effect with a roll call vote when two-thirds (2/3) of all seated Senators approve them at a regularly scheduled Senate meeting.





**IOWA STATE UNIVERSITY  
Student Government & Graduate and Professional Student Senate  
Articles of Cooperation**

Preamble

Student Government (SG) and Graduate and Professional Student Senate (GPSS) have a special and unique relationship, supported by decades of history, which is different than the relationship between SG and any other organization. This document has a primary status in the enumeration of the rights and responsibilities of the two governmental bodies, as well as codifying independent legitimate authority.

SG is the only student government organization on campus that represents all students: undergraduate, non-traditional, graduate, and professional. Accordingly, SG allocates student fees in a manner to benefit the student body as a whole, by funding such entities as the Daily, the Committee on Lectures, and Student Legal Services. SG is also able to speak to the university administration and outside groups on behalf of the entire student body.

GPSS is the independent government body that handles matters of concern to graduate and professional students that fall outside of the scope of the SG by-laws. Specifically, GPSS confronts issues of professional and academic advancement common to graduate and professional students such as the funding of travel grants. In addition, GPSS funds graduate and professional student groups which are not eligible for funding through the SG student fees allocation process.

Beyond its funding responsibilities, GPSS is charged with the representation of graduate and professional student interests in policy-making decisions, both on and off campus. This representation requires that SG and GPSS consult one another in the deliberation of issues that may affect the two constituencies differently. It is the responsibility of both institutions to establish and maintain communication with one another on such issues.

As a result of the organization and responsibilities of GPSS, its role is different than both SG and a constituency council. Its special status within the overall structure of ISU student governance is one that complements, and is independent of, the governance structures of SG and enhances the overall representation of student interests at ISU. In the interest of both the SG and the GPSS, the following Articles of Cooperation shall serve as an outline of procedures for communication, funding, and representation.

1. Inter-Government Communication



- i. *Executive Officers*
  - a. The executives of SG and the executives of GPSS, including, but not limited to, the President and Vice-president of each body, shall meet prior to the first meeting of the fall and spring semesters to review the goals of each body for that semester, and to discuss other items of mutual interest.
  - b. During at least one meeting of both the spring and fall semesters, the SG and the GPSS Executive Officers shall address each other's legislative body concerning the activities, accomplishments and pertinent legislation of the past and upcoming academic years.
- ii. *Graduate Senators on SG*
  - a. Graduate senators seated on SG serve on GPSS as senator at-large
  - b. SG elections. The graduate students will vote for SG senators for the Graduate College during the SG elections that will serve as SG senators and the GPSS senators at-large. The SG Election Commissioner will notify the elected graduate senators and the GPSS Executive Council of the election results within one week of the official certification of results.
  - c. Any committee requirements for senators in SG can be fulfilled by a Graduate College senator by serving on a GPSS committee(s).
- iii. *Vacant SG Graduate Senators after election*
  - a. If any of the three SG Graduate College senators seats are not filled during the SG elections, which may occur while the general GPSS senate is not in session, the GPSS President will issue an executive order to temporarily fill any vacancies. The GPSS Senate can ratify the executive order or select new graduate students to fill the vacancy during the first meeting of the GPSS Senate following the executive order.
  - b. For any vacant SG Graduate Senator seat, GPSS Senator(s) can introduce a bill to nominate a graduate or professional student as GPSS Senator-at-Large.
  - c. The Speaker of the SG shall be the primary point of contact for referring the incoming Graduate College senators.
- iv. *Minutes, Bills, and Resolution*
  - a. The Secretary or Chief Information Officer of each body shall make available a copy of the approved minutes, bills, resolutions, and other pertinent correspondence to the Secretary or Chief Information Officer of the other body within one week of each meeting upon request.

2. Funding

- i. *Student Activity Fees*



- a. SG and GPSS shall split the Student Activity Fees paid by graduate and professional students:

SG	Fiscal Year	GPSS
46%	2019	54%
42%	2020	58%
39%	2021	61%
36%	2022	64%

- b. The SG shall receive 1/3 and the GPSS shall receive 2/3 of the Student Activity Fees paid by graduate and professional students after FY 2022.

- ii. *Sponsored Events*

- a. Jointly funded events shall be sponsored whenever appropriate. All appropriate publicity shall equally display the SG and the GPSS logos, and the words “funded by SG and GPSS” shall appear on all appropriate publicity material.

3. Representation

- i. The Finance Director of SG and the Treasurer of GPSS shall each appoint a voting representative to serve on each other’s Finance Committee.
- ii. In committees overseeing issues of importance to both SG and GPSS, representatives of both bodies should be present.
- iii. The GPSS University Relations and Legislative Affairs chair or a designated appointee, shall serve as a voting member on the SG University Affairs Committee.

4. Supremacy

- i. The Articles of Cooperation shall supersede the By-laws of SG and GPSS.

5. Amendments

- i. Amendments to the Articles of Cooperation shall take effect after 2/3 of seated senators in each legislative body approve the amendments, which must be presented in written bills, the body text of which is the same in both bills.

6. Ratification

- i. Ratification of the Articles of Cooperation shall require a 2/3 vote of seated senators of each legislative body and shall take effect immediately upon passage.