



BYLAWS OF THE SENATE

OF THE

STUDENT GOVERNMENT ASSOCIATION

OF

THE JOHNS HOPKINS UNIVERSITY

ARTICLE 1. TITLE AND PURPOSE

ARTICLE 1, SECTION 1. These Bylaws of the Student Government Association, also referred to as the Bylaws, enacted pursuant to Article II, Section 3 of the Constitution of the Student Government Association at Johns Hopkins University, contains all regulations currently and permanently affecting the Student Government Association.

ARTICLE 2. SUPREMACY

ARTICLE 2, SECTION 1. The Constitution, these Bylaws, and the Senate Procedural Rules shall supersede legislation of the Senate and shall retain supremacy, in conjunction with the Constitution, over any other SGA laws and governing documents of subsidiary bodies and student organizations.

ARTICLE 2, SECTION 2. Should any part of these Bylaws be ruled unconstitutional, such part shall be considered severable and the rest of the document shall remain valid and enforceable.

ARTICLE 3. THE EXECUTIVE BRANCH

ARTICLE 3, SECTION 1. STRUCTURE OF THE EXECUTIVE BRANCH

3.1.1 Article III of the Constitution describes the structure and basic roles of the members of the Executive Branch.

3.1.2 EXECUTIVE COMMISSIONS

3.1.2.1 COMMUNICATIONS AND MARKETING COMMISSION

3.1.2.1.1 The Communications and Marketing Commission, hereafter referred to as the CMC, shall be a subsidiary group of the Student Government Association organized within the office of and chaired by the Director of Social Affairs.

3.1.2.1.2 The CMC shall operate according to a set of CMC Bylaws set by the Senate.

3.1.2.1.3 MEMBERSHIP

3.1.2.1.3.1 The CMC shall be comprised of at least five voting Communications and Marketing Aides.

3.1.2.1.3.2 The Director of Social Affairs shall chair the CMC but shall only vote when a tie exists.

3.1.2.1.4 RESPONSIBILITIES

3.1.2.1.4.1 The CMC shall be tasked with all matters related to the marketing and promotion of the SGA, including but not limited to:

3.1.2.1.4.1.1 social media management

3.1.2.1.4.1.2 Website maintenance and construction

3.1.2.1.4.1.3 Graphic design.

3.1.2.1.5 The Senate shall, under the Constitution, retain its oversight prerogatives over the CMC.

3.1.2.2 POLICY RESEARCH AND DEVELOPMENT COMMISSION

3.1.2.2.1 The Policy Research and Development Commission, hereafter referred to as PRDC, shall be a subsidiary group of the Student Government Association organized within the Office of and chaired by the Director of Research.

3.1.2.2.2 MEMBERSHIP

3.1.2.2.2.1 The PRDC shall be comprised of at least five voting Policy Advisors, appointed by the Director of Research with the advice and consent of two-thirds of the Senate.

3.1.2.2.2 At the discretion of the Director of Research, a Policy Advisor may be promoted to “Senior Policy Advisor of [area of expertise]” if said Policy Advisor has a specific portfolio of area of issues on which they are uniquely capable, experienced, or qualified to advise the SGA.

3.1.2.2.3 The Director of Research shall chair the PRDC but shall only vote when a tie exists.

3.1.2.2.3 RESPONSIBILITIES

3.1.2.2.3.1 Conducting research on an issue on the behalf of any organ of the SGA.

3.1.2.2.3.2 Aiding undergraduate student organizations in conducting policy research, development, and statistical analysis in their own activities.

3.1.2.2.3.2.1 The PRDC is expected to prioritize reports requested by the SGA, then focus on reports for student organizations.

3.1.2.2.3.3 Producing at least 2 policy reports per semester, which shall be published publicly with the majority consent of the Senate.

3.1.2.2.3.3.1 The PRDC may choose to refer reports to the Student Body President with a recommendation of sending the report to relevant administrators.

3.1.2.2.3.3.2 Reports may include a recommended course of action if and only if the recommended course of action is supported by the data in the report.

3.1.2.2.3.4 Harnessing advanced research tools to execute its duties, including but not limited to:

3.1.2.2.3.4.1 Articles obtained from accredited academic institutions or publications

3.1.2.2.3.4.2 Government reports or publications

3.1.2.2.3.4.3 Documents in the JHU Sheridan Libraries Special Collections and Archives

3.1.2.2.3.4.4 Computer code (Java, C, C+, Python, R, MatLab, etc.)

3.1.2.2.3.4.5 ArcGIS

3.1.2.2.3.4.6 Stata

3.1.2.2.3.4.7 SPSS

3.1.2.2.3.4.8 ERDAS

3.1.2.2.3.4.9 ENVI

3.1.2.2.4 The Senate shall, under the Constitution, retain its oversight prerogatives over the PRDC.

3.1.2.3 STUDENT ACTIVITIES COMMISSION

3.1.2.3.1 The Student Activities Commission, hereafter referred to as SAC, shall be a subsidiary of the SGA Finance Committee chaired by the SGA Treasurer.

3.1.2.3.2 MEMBERSHIP

3.1.2.3.2.1 The SAC shall be comprised of eight (8) voting Commissioners.

3.1.2.3.2.2 At each convening of SAC, it shall be the responsibility of the Executive Treasurer to ensure that no more than 8 Finance Committee members attend as voting members.

3.1.2.3.2.2.1 In the event that there are more than 8 Finance Committee members interested in attending a SAC meeting as a voting member, the Executive Treasurer shall allow the first 8 members who RSVP for the SAC meeting to attend as voting members.

3.1.2.3.2.3 All Finance Committee members are required to attend any SAC meeting regardless of whether or not they are a voting member for said meeting.

3.1.2.3.2.4 The SGA Treasurer shall have the right with approval of a $\frac{2}{3}$ majority vote of the Senate to remove any member of SAC.

3.1.2.3.2.4.1 The collective SAC body (including both commissioners and Finance Committee Members) can request the removal of a commissioner by a $\frac{2}{3}$ vote to then be approved by a $\frac{2}{3}$ majority vote of the Senate.

3.1.2.3.3 VOTING

3.1.2.3.3.1 All SAC Commissioners and voting finance committee members shall be eligible to 1 vote in every decision.

3.1.2.3.3.2 The SGA Executive Treasurer shall only vote in the case of a tie.

3.1.2.3.3.3 Any person at a SAC meeting who is a part of an organization that submitted a grant, shall be asked to leave while the committee discusses the grant and will be unable to vote on said grant.

3.1.2.3.3.4 All votes shall be a simple majority vote.

3.1.2.3.3.5 The Senate can overturn any decision of the SAC by a $\frac{2}{3}$ majority vote.

3.1.2.3.4 RESPONSIBILITIES

3.1.2.3.4.1 The SAC will evaluate grant proposals based on the following four criteria:

3.1.2.3.4.1.1 The SAC Funding Guidelines.

3.1.2.3.4.1.2 Feasibility.

3.1.2.3.4.1.3 Impact.

3.1.2.3.4.1.4 Other funding sources that the club is receiving for the proposal.

3.1.2.3.4.2 The SAC shall be responsible for maintaining a set of funding policies and caps by which all decisions shall be based. These will be set annually and approved or amended by the Senate in the month prior to reregistration. In addition, they must publish these policies and caps to the student body once approved by the Senate.

3.1.2.3.4.3 SAC has the right to revoke funding by a $\frac{2}{3}$ majority vote of the SAC for violation of SAC funding guidelines or policies.

3.1.2.3.4.4 SAC is responsible to provide budgets and balances to student organizations if requested.

3.1.2.3.4.5 The chair of the finance committee will be required to provide bi-weekly updates to the Senate on all decisions made by SAC in addition to the regular updates of the treasurer.

3.1.2.4 RECRUITMENT PROCEDURES

3.1.2.4.1 Upon creation of a vacancy, whether through graduation, resignation, or removal, the Chair of the Commission will be responsible for filling the open position as soon as possible.

3.1.2.4.2 The recruiting process shall be divided into three parts:

3.1.2.4.2.1 An application designed to gauge interest in and knowledge of the body

- 3.1.2.4.2.2 An interview with the Chair and sitting Commissioners.
- 3.1.2.4.2.3 Confirmation from a majority vote of the Senate.
- 3.1.2.4.3 Commission membership should be based on the merit of the individual and should be justifiable to the SGA Senate for confirmation.
- 3.1.2.4.4 All appointments made by the Chair shall be approved by the SGA Senate by a simple majority.

ARTICLE 3, SECTION 2. RESPONSIBILITIES OF THE EXECUTIVE BRANCH

3.2.1 THE STUDENT BODY PRESIDENT AND THEIR CABINET

3.2.1.1 STUDENT BODY PRESIDENT

- 3.2.1.1.1 Serves as the Spokesperson of SGA
- 3.2.1.1.2 Organizes and attends meetings with Administrators
- 3.2.1.1.3 Executes acts of the Senate, particularly by sending Resolutions to Administrators
- 3.2.1.1.4 Chairs and manages their Cabinet
- 3.2.1.1.5 Ensures regular communication with their counterparts in the Graduate Student Organization (GRO) by meeting with the co-chairs of the GRO at the beginning of each semester.
- 3.2.1.1.6 Ensures the smooth integration of new members – especially freshmen – into SGA.
 - 3.2.1.1.6.1 The outgoing Student Body President shall coordinate the production of transition documents compiled by the Executive Branch, Standing Legislative Committees, and Class Councils. These documents shall be finished at the end of every one-year term, presented to the Senate, and provided to the next SGA.
 - 3.2.1.1.6.2 The Student Body President, in collaboration with the Vice President, shall organize at least one mandatory SGA retreat per semester to clarify its goals and promote group development.
- 3.2.1.1.7 Organizes the Post-Election Meet and Greet
 - 3.2.1.1.7.1 As part of the official inauguration process of SGA, newly-elected SGA representatives must attend a mandatory meet and greet session designed to interface with the undergraduate student body within 7 days after election decisions are released.
 - 3.2.1.1.7.2 The meet and greet session must be at least one hour long.
 - 3.2.1.1.7.3 The meet and greet session must have all newly elected representatives present.
 - 3.2.1.1.7.4 The meet and greet session must be open to all JHU undergraduates and be held in a space that is easily accessible to all JHU undergraduate students.
 - 3.2.1.1.7.5 Meet and greet session will be widely publicized by SGA.
- 3.2.1.1.8 Organizes SGA Tabling Events
 - 3.2.1.1.8.1 SGA will host one tabling event every month of the school year, with provisional exceptions to December, January, and May, as these months tend to have less school days compared to others. Explicitly, months that must have a tabling event include September, October, November, February, March, and April.
 - 3.2.1.1.8.2 Tabling events must be at least one hour long.

- 3.2.1.1.8.3 Tabling events must be staffed by a minimum of six SGA representatives, each from the four class councils, as well as two other SGA members. A member of the Executive Board may be allowed to substitute one of the six SGA representatives.
- 3.2.1.1.8.4 SGA representatives must take turns tabling to ensure that as many different SGA representatives as possible are participating in these events.
- 3.2.1.1.8.5 All senators and the Executive Board must attend at least one tabling event throughout the year.
- 3.2.1.1.8.6 Tabling events must open to all JHU undergraduate students and be held in a space that is easily accessible to all JHU undergraduate students and preferably, in a highly frequented area. Possible tabling areas include:
 - 3.2.1.1.8.6.1 Breezeway
 - 3.2.1.1.8.6.2 Brody Learning Commons and Terrace
 - 3.2.1.1.8.6.3 Milton S. Eisenhower Library
 - 3.2.1.1.8.6.4 Charles Commons
 - 3.2.1.1.8.6.5 In front of Fresh Food Café
 - 3.2.1.1.8.6.6 Levering Café and Courtyard
- 3.2.1.1.8.7 Tabling events must be well-publicized by all the class councils before, during, and after the events to draw in as much attendance, and future attendance, as possible.
- 3.2.1.1.8.8 At the end of every tabling event, there must be a report submitted about the event's feedback by the Director of Research to the Senate.
- 3.2.1.1.8.9 At the beginning of each semester, the Student Body President shall organize a sign-up sheet, reserve an event space, and arrange any purchases for every month of the semester.
- 3.2.1.1.8.10 Once the freshmen are elected, they will be held accountable for these above guidelines.

3.2.1.2 VICE PRESIDENT

- 3.2.1.2.1 Assists the President in all their duties.
- 3.2.1.2.2 Succeeds the President in case of their impeachment or resignation.
- 3.2.1.2.3 Accompanies the Student Body President to meetings with administrators when necessary.
- 3.2.1.2.4 Fosters community within the Senate
 - 3.2.1.2.4.1 Collaborates with the Student Body President to organize semesterly retreats
- 3.2.1.2.5 Serves as the Presiding Officer or President of the Senate
 - 3.2.1.2.5.1 Reviews legislation before it is presented to the Senate
 - 3.2.1.2.5.2 Assists new members with writing legislation
 - 3.2.1.2.5.3 Creates agendas for Senate meetings

3.2.1.3 SECRETARY

- 3.2.1.3.1 Records how frequently each of the non-senate bodies within SGA (such as the PRDC) issue a report to the Senate during general body meetings and notifies the Chair of the body if they are not in compliance.
- 3.2.1.3.2 Serves as the primary recordkeeper for SGA
 - 3.2.1.3.2.1 Presents records to the public in an online format that is accessible in less than 2 clicks from the SGA website homepage or 4 clicks from the SGA's social media pages.

- 3.2.1.3.2.2 Places any SGA document deliberated in the public sphere – legislation, minutes, and working documents – into public space within a week of creation.
- 3.2.1.3.2.3 Responds to and honors any JHU undergraduate's request for SGA information sent to HopkinsGroups or the SGA email within a week of request, and if information cannot be provided, a legitimate legal, or personal privacy-related reason shall be provided in writing.
 - 3.2.1.3.2.3.1 Denied requests may be appealed to the Judiciary Board.
 - 3.2.1.3.2.3.2 All requests, fulfilled or denied, shall be listed in the SGA public records.
- 3.2.1.3.2.4 Stores all of SGA's digital records for protection in a secondary technological archive at the end of every year.
 - 3.2.1.3.2.4.1 Ensures that the Leadership Engagement and Experiential Development (LEED) Office and the JHU Libraries have copies of all records.
- 3.2.1.3.3 Takes minutes at every Senate and Cabinet meeting, or designates someone to do so in their absence
 - 3.2.1.3.3.1 Minutes shall, at the very least, always include the following:
 - 3.2.1.3.3.1.1 The date, time, and location of a meeting.
 - 3.2.1.3.3.1.2 Those present at and absent from a SGA meeting, including whether the absence is excused or unexcused.
 - 3.2.1.3.3.1.3 Any guests in attendance at the meeting.
 - 3.2.1.3.3.1.4 The matters discussed in a meeting.
 - 3.2.1.3.3.1.5 The main ideas discussed within each matter.
 - 3.2.1.3.3.1.6 The major points or motions raised during the meeting.
 - 3.2.1.3.3.1.7 All votes made during the meeting, and, if possible via roll call or electronic voting, each senator's vote will be recorded.
 - 3.2.1.3.3.2 Minutes shall be made available to the Secretary no later than a week from the meeting at which they were recorded. Failure to send minutes shall be noted on the SGA website.
- 3.2.1.3.4 Creates an SGA work log shall be created at the beginning of the school year, no later than the first Senate Meeting, and publishes this work log on the SGA website
 - 3.2.1.3.4.1 The SGA work log shall compile all the legislation, non-legislative projects, roles, and responsibilities of individual SGA members.
 - 3.2.1.3.4.2 Ensures that the work log is continually updated by SGA members and posted on the SGA website. It is the responsibility of individual SGA members to fill out the work log.
 - 3.2.1.3.4.3 Creates and maintains internal SGA infrastructure
- 3.2.1.4 TREASURER
 - 3.2.1.4.1 Submitting all purchase requests on behalf of the Senate.
 - 3.2.1.4.2 Chairing, appointing, and managing the Student Activities Commission.
 - 3.2.1.4.3 Co-Chairing the Committee on Finance and meeting regularly with the Chair of the Committee on Student Organizations.
 - 3.2.1.4.4 Assisting new Senators with understanding financial policies and HopkinsGroups financial processes.

3.2.1.4.5 Shall work with the Finance Committee to formulate an annual budget for the SGA.

3.2.1.4.6 Shall assist with the funding of student groups.

3.2.1.4.7 Shall act as the financial officer of the SGA, keeping all of its ledgers and coordinating with the Finance Committee.

3.2.1.5 DIRECTOR OF SOCIAL AFFAIRS

3.2.1.5.1 Chairing, appointing, and managing the Communications and Marketing Commission.

3.2.1.5.2 Maintaining of all SGA email lists via HopkinsGroups and serving as the point of contact for all SGA communications.

3.2.1.5.2.1 Monitoring the SGA email and social media notifications.

3.2.1.5.2.2 Reviewing school-wide emails.

3.2.1.6 DIRECTOR OF RESEARCH

3.2.1.6.1 Chairing, appointing, and managing the Policy Research and Development Commission.

3.2.1.6.2 Referring policy reports to the Student Body President to deliver to relevant administration if applicable.

3.2.1.6.3 Ensuring creation of reports for each tabling event.

ARTICLE 4. THE LEGISLATIVE BRANCH

ARTICLE 4, SECTION 1. STRUCTURE OF THE LEGISLATIVE BRANCH

4.1.1 CLASS COUNCILS

4.1.1.1 Per the Constitution, there shall exist four (4) Class Councils that shall represent each of the four (4) undergraduate classes.

4.1.1.2 Class Councils, which are comprised of one (1) Class President and six (6) Class Senators, shall strive to:

4.1.1.2.1 Understand the sentiments of their class via outreach methods (e.g. surveys).

4.1.1.2.2 Serve as primary SGA liaisons to their class by communicating what the SGA is doing.

4.1.1.2.3 Utilize proper programming to facilitate class-specific unity events.

4.1.1.3 Class Councils shall meet weekly.

4.1.1.4 At the first Class Council meeting, one member shall be designated to take minutes for all Class Council meetings.

4.1.1.5 CLASS PRESIDENTS

4.1.1.5.1 Per the Constitution, four (4) Class Presidents shall be elected for every one-year term to serve as primary class representatives on the Senate.

4.1.1.5.2 Class Presidents shall exercise general superintendence over all class affairs.

4.1.1.5.3 Class Presidents shall ensure proper and regular communication between their respective councils and classes.

4.1.1.5.4 Class Presidents shall set every Class Council meeting agenda and lead all Class Council meetings.

4.1.1.5.5 Class Presidents shall also be considered as Senators and perform all regular Senatorial duties.

- 4.1.1.5.6 Class Presidents shall be empowered to appoint and direct representatives in an Office of the Class President, which shall work with them, their respective Class Council, and all of the JHU SGA Senate to fulfill their duties in event planning, student advocacy, and outreach.

4.1.1.6 SENATORS

- 4.1.1.6.1 Per the Constitution, twenty-eight (28) Senators shall be elected for every oneyear term.
- 4.1.1.6.2 Senators participate within SGA as members of the Senate, Standing Legislative Committees, and Class Councils.
- 4.1.1.6.3 Senators shall be proactive in pursuing student interests and concerns, in addition to actively lobbying relevant administrators.
- 4.1.1.6.4 Senators shall prioritize their commitments to SGA and strive to attend all SGArealted meetings.
- 4.1.1.6.5 Senators may be considered in bad standing if they do not fulfill the aforementioned guidelines and subsequently may be subject to an impeachment hearing under Article IX of the Constitution.

4.1.2 LEGISLATIVE COMMITTEES OF THE SENATE

4.1.2.1 STANDING LEGISLATIVE COMMITTEES

- 4.1.2.1.1 Standing Legislative Committees of the Senate shall be established in these Bylaws and shall exist in perpetuity.
- 4.1.2.1.2 Standing Legislative Committees of the Senate shall be established to address the general business of the Senate and to recommend to the Senate the adoption or rejection of legislation.
- 4.1.2.1.3 The number of members of Standing Legislative Committees shall be at the discretion of the Executive Vice President when sorting Senators into committees, but shall allow for the efficient functioning of the committees.
- 4.1.2.1.4 The following Standing Legislative Committees of the Senate shall be established:
 - 4.1.2.1.4.1 Committee on Academic Affairs
 - 4.1.2.1.4.1.1 Deals with matters relating to Student Advising, the Registrar, the Academic Council, and other academic-related organs of the University to improve the academic atmosphere for students.
 - 4.1.2.1.4.1.2 Works with administrators, including the Dean of the Krieger School of Arts and Sciences and the Dean of the Whiting School of Engineering, to advance academic policies and programs that fit the needs and desires of the student body.
 - 4.1.2.1.4.1.3 Works with the Executive Board and the Senior Class Council on matters related to Convocation, Commencement, and other University academic ceremonies.
 - 4.1.2.1.4.1.4 Takes up other measures relating to academic affairs.
 - 4.1.2.1.4.2 Committee on Civic Engagement
 - 4.1.2.1.4.2.1 Promotes matters of civic engagement, civic involvement and participation, civic activism, student activism, community engagement in Baltimore and beyond, and issues of public, political or civic concern that fall beyond the realm of other committees.
 - 4.1.2.1.4.2.2 Collaborates with JHU student groups focused on civic engagement and aid them in their efforts.

- 4.1.2.1.4.2.3 Works with other Senate committees, the Office of Student Life, the Office of Multicultural Affairs, LGBTQ Life, Student Disability Service, the Office of Institutional Equity, and other relevant academic departments and faculty in its aforementioned matters of scope whenever applicable.
- 4.1.2.1.4.3 Committee on Finance
 - 4.1.2.1.4.3.1 The Treasurer shall serve as an ex-officio member of the Committee on Finance, voting only in the case of a tie.
 - 4.1.2.1.4.3.2 Deals with the financial matters of the Student Government, including appropriations, funding procedures, and financial management.
 - 4.1.2.1.4.3.3 Evaluates and votes on all legislation that allocates funds from the Senate.
 - 4.1.2.1.4.3.4 Collaborates with the Committee on Student Organizations and the Student Activities Commission (SAC) to guarantee the success of student organizations by aiding groups through their grant and sponsorship request process.
 - 4.1.2.1.4.3.5 Advises the Executive Treasurer on matters related to funding.
- 4.1.2.1.4.4 Committee on Health, Safety, and Sustainability
 - 4.1.2.1.4.4.1 Deals with matters pertaining to the health and safety of the student body.
 - 4.1.2.1.4.4.2 To take up measures related to sustainability and facilities, as applicable to the Johns Hopkins community.
 - 4.1.2.1.4.4.3 Works with Campus Safety and Security, Student Life, Health and Wellness Center administrators, and other University officials to advocate and ensure the health, safety, and well-being of students.
 - 4.1.2.1.4.4.4 Works with the Recycling Center and the Office of Sustainability to advance sustainable practices. To work with the Vice President for Facilities and Real Estate as well as other University administrators to advance the interests of the student body with respect to real estate, buildings and grounds, auxiliary services, facilities, and related matters.
- 4.1.2.1.4.5 Committee on Internal Affairs
 - 4.1.2.1.4.5.1 The Vice President, in their capacity as President of the Senate, and the Parliamentarian shall serve as ex-officio members of the Committee on Internal Affairs, voting only in the case of a tie.
 - 4.1.2.1.4.5.2 Deals with all matters related to the internal affairs of the Senate, with the exclusion of matters related to the Senate's budget which are restricted to the Committee on Finance.
 - 4.1.2.1.4.5.3 Deals with matters related to amendments of the SGA Constitution, the SGA Bylaws and the Senate Procedural Rules.
 - 4.1.2.1.4.5.4 Deals with matters related to amendments of the Committee on Student Elections (CSE) Bylaws and other appropriate governing student documents, excluding revising the SAC Bylaws, a power which is reserved to the Committee on Finance, and the SGA Judiciary Bylaws, which are reserved by the Constitution to the Judiciary itself.
 - 4.1.2.1.4.5.5 Handles all appointments of SGA officials as prescribed by statute, including the evaluation of the Executive President's judicial nominees, and to recommend to the Senate their appointment or rejection.

- 4.1.2.1.4.5.6 Helps facilitate the impeachment process by holding proceedings to make findings of fact and regulation and providing an informed perspective to the Senate.
- 4.1.2.1.4.5.7 Conducts ethical or disciplinary hearings of SGA members and refer to the Senate such cases with its recommendations.
- 4.1.2.1.4.5.8 Deals with all other legislation that relates to the internal affairs of the Senate.
- 4.1.2.1.4.6 Committee on Student Organizations
 - 4.1.2.1.4.6.1.1 Conducts hearings with leaders of proposed student organizations to evaluate and determine their funding eligibility and recognition status within the SGA.
 - 4.1.2.1.4.6.1.2 Works to ensure inter-organizational collaboration among the clubs, groups, and organizations of the undergraduate population at Hopkins.
 - 4.1.2.1.4.6.1.3 Works with student organizations to advance their goals and to help facilitate their continued success.
 - 4.1.2.1.4.6.1.4 Works with other organs of the SGA, including the SAC and the CMC, to ensure and promote the success of student organizations.
 - 4.1.2.1.4.6.1.5 Ensures that University resources, including usage of the Hopkins logos, funding, facilities and other resources are used only by approved student groups and that such resources are distributed fairly and utilized responsibly.
 - 4.1.2.1.4.6.1.6 Ensures that approved student organizations remain in good standing with the SGA and the University, and to recommend corrective actions to the Senate when groups violate SGA, University, local, state, and/or federal rules, regulations, and/or laws.
 - 4.1.2.1.4.6.1.7 Establishes protocols for applying to be an approved student organization and regulations governing the types and standards of such organizations.
 - 4.1.2.1.4.6.1.8 Works with University officials, including the Coordinator for Student Organizations; the Associate Dean of Student Engagement; administrators of programs housing student organizations such as the Office of Multicultural Affairs, the Interfaith Center, the Department of Athletics and Recreation, the Center for Social Concern, the Homewood Arts Programs, and the Digital Media Center; and other University personnel, to advance collaboration and standardization of expectations for student organizations.
 - 4.1.2.1.4.6.1.9 Takes up other measures relating to student organizations.
- 4.1.2.1.4.7 Committee on Student Services
 - 4.1.2.1.4.7.1 Evaluates proposals for SGA sponsorship of events.
 - 4.1.2.1.4.7.2 Works to provide SGA-sponsored services to fill needs that the University administration cannot or will not provide.
 - 4.1.2.1.4.7.3 Works towards improving existing services available to students.
 - 4.1.2.1.4.7.4 Works with student organizations, the University, and businesses to advance the aforementioned responsibilities.

4.1.2.1.4.7.5 Takes up other measures relating to student services.

4.1.2.2 AD-HOC LEGISLATIVE COMMITTEES

4.1.2.2.1 Ad-hoc Committees of the Senate, in accordance with the Constitution, shall be established by a $\frac{2}{3}$ vote of the Senate and shall automatically expire at the end of the academic semester during which they were established.

4.1.2.2.2 Ad-hoc Committees of the Senate shall be empaneled to address matters of great importance to the student body and may recommend that the Senate take up certain proposals through its regular legislative process in order to address specific concerns.

4.1.2.2.3 The parameters and scope of individual ad-hoc committees shall be stipulated in the legislation providing for their specific establishment.

4.1.2.2.4 The number of members of Ad-Hoc Committees of the Senate shall be provided for in the legislation establishing the particular committees.

4.1.2.2.5 An SGA Long-Term Ad-Hoc Committee, appropriately abbreviated as an LAHC, shall be a type of ad-hoc committee, adherent to all standard terms and requirements of an ad-hoc committee, with the following and express exceptions:

4.1.2.2.5.1 An SGA LAHC shall be established in perpetuity until a clearly delineated date of expiration or sunset, or until which time that the Senate votes by $\frac{2}{3}$ majority to determine that the LAHC's mandate or purpose has elapsed.

4.1.2.2.5.2 An SGA LAHC may include additional differences from traditional ad-hoc committees, provided that those differences are clearly delineated in the SGA LAHC's legislative enactment act and provided that those differences do not violate other terms of the SGA Bylaws or the SGA Constitution

4.1.2.3 MEMBERSHIP OF COMMITTEES

4.1.2.3.1 Sorting of Senators into Standing Legislative Committees of the Senate

4.1.2.3.1.1 Senators shall serve on a minimum of one (1) and a maximum of three (3) committees.

4.1.2.3.1.2 Each member of the Senate shall serve on at least one (1) of the two Essential Standing Legislative Committees of the Senate: Finance or Student Organizations, but may serve on more than one (1) Essential Committee at the discretion of the Vice President.

4.1.2.3.1.3 Pursuant to the Constitution, the Vice President shall sort Senators into Standing Legislative Committees of the Senate, and confirmation of these appointments shall require ratification by a plurality of the Senate. Half of the Senate will be placed on the Committee on Finance and Student Organizations respectively. At least two members of each graduating class must be on each committee.

4.1.2.3.1.4 Finance and CSO Chairs and Co-Chairs will have at minimum monthly coordination meetings outside of their respective committee meetings.

4.1.2.3.1.5 In executing the Constitutional duty to sort Senators into committees, the Vice President shall solicit the wishes of individual Senators; study their individual passions and legislative priorities; if prudent, consult with SGA colleagues; and shall thereafter proceed to sort Senators into committees at the second Senate General Body Meeting in a manner which, in the opinion of the Vice President, will allow individual Senators to flourish and will best serve the students and community of the Johns Hopkins University.

4.1.2.3.2 Committee Vacancies

4.1.2.3.2.1 Any vacancies within Standing Legislative Committees of the Senate or Ad-hoc Committees of the Senate created by the departure of a member of the Senate shall be filled by the Executive Vice President and confirmed by a plurality of the Senate.

4.1.2.3.2.2 Any vacancies within Standing Legislative Committees of the Senate or Ad-hoc Committees of the Senate created by the departure of a non-member of the Senate shall be left vacant unless filled by Senate legislation.

4.1.2.4 LEADERSHIP OF COMMITTEES

4.1.2.4.1 Chairs and Vice-Chairs

4.1.2.4.1.1 The Internal Affairs Committee and Finance Committee shall each have two chairs automatically.

4.1.2.4.1.2 Every other standing and ad-hoc committee shall have one chair and one vice chair.

4.1.2.4.2 Selection of the Chair

4.1.2.4.2.1 The Vice President, in their capacity as President of the Senate, shall schedule and preside over the first meeting of each Standing Legislative Committee in order to facilitate, and until, the election of the committee's chair.

4.1.2.4.2.2 Within one (1) week of the Senate's second General Body meeting, each Standing Legislative Committee of the Senate shall meet to elect its Chair or co-chair.

4.1.2.4.2.3 At this first committee meeting, the Vice President shall call to order the committee. The Vice President shall then ask for secret paper ballot nominations of committee members to serve as chair of the committee. Only duly serving members of the Senate may be nominated as committee chairs. Individuals may not serve as chair of more than one (1) committee, or as the chair of a committee if they are the vice-chair for another committee.

4.1.2.4.2.4 Upon collecting the nominations, the Vice President shall read the nomination aloud and ask each nominee if he or she would like to perform the service of committee chair.

4.1.2.4.2.5 Those responding in the affirmative shall each give short speeches outlining their qualifications and priorities.

4.1.2.4.2.6 Without a discussion, each Senate member on the committee shall then cast a vote for the chair by confidential paper ballot.

4.1.2.4.2.7 Any candidate receiving a plurality of votes will then be installed as committee chair or co-chair and will be sworn in by the Vice President.

4.1.2.4.2.8 The Vice President and Treasurer, in their respective roles as ex-officio members of the Internal Affairs Committee and of the Finance Committee, shall also serve as respective ex-officio co-chairs of those committees.

4.1.2.4.2.9 If no candidate receives a plurality, the Vice President shall cast a tie breaking vote.

4.1.2.4.2.10 The Committee Chair's term of office shall extend for the term of the Senate.

4.1.2.4.3 Selection of the Vice-Chair

- 4.1.2.4.3.1 The Chair of the Committee (excluding the Internal Affairs and Finance committees) must nominate a Vice-Chair for their committee upon their election as chair or at the following committee meeting.
- 4.1.2.4.3.2 The Vice-Chair of a committee must be a duly elected SGA Senator and must be an official member of the committee for which they are a Vice-Chair.
- 4.1.2.4.3.3 The Vice-Chair must not be the Chair or Vice Chair of another committee.
- 4.1.2.4.3.4 After the Chair submits their nomination of a Vice-Chair to their committee, the committee members must approve the selection with a $\frac{2}{3}$ vote.
- 4.1.2.4.4 Chairs of the Ad-hoc Committees of the Senate
 - 4.1.2.4.4.1 The legislation providing for the establishment of the particular ad-hoc committee shall designate a chair.
 - 4.1.2.4.4.2 The term of the Chair of an Ad-hoc Committee of the Senate shall expire when the term of the committee itself expires at the end of the semester.
- 4.1.2.4.5 Responsibilities of Committee Chairs
 - 4.1.2.4.5.1 Chairs of Standing Legislative Committees of the Senate and Ad-hoc Committees of the Senate shall have the following responsibilities:
 - 4.1.2.4.5.1.1 To issue a committee report at General Body meetings, informing the Senate of relevant projects and actions of the committee and its members.
 - 4.1.2.4.5.1.2 To submit legislation with recommendations to the Vice President and Secretary.
 - 4.1.2.4.5.1.3 To create the agenda for each committee meeting and publish these agendas to the Senate.
 - 4.1.2.4.5.1.4 To appoint a member of the respective committee to take the minutes of each meeting.
 - 4.1.2.4.5.1.5 To send a copy of the committee minutes to the Secretary in a timely manner.
 - 4.1.2.4.5.1.6 To perform certain other functions as situations necessitate.
 - 4.1.2.4.5.1.7 To maintain suggestion boxes as needed to provide for the needs of the student body
 - 4.1.2.4.5.1.7.1 It shall be the duty of the chair of the Student Services Committee to appoint committee members to gather the suggestions left in the boxes.
 - 4.1.2.4.5.1.7.2 To report on the contents of the suggestion boxes bi-weekly at SGA general body meetings.
 - 4.1.2.4.5.2 Co-chairs of the Finance and Internal Affairs Committees and Chairs and Vice Chairs of Standing Legislative Committees of the Senate and Ad-hoc Committees of the Senate shall have the following additional responsibilities:

- 4.1.2.4.5.2.1 By the end of September, co-chairs/chair and vice chair must submit a cooperation plan to the Vice President detailing an agreement between each co-chair/ chair vice chair on how they plan to work cooperatively to run their committee
- 4.1.2.4.5.2.1.1 Plans must include but are not limited to:
- 4.1.2.4.5.2.1.1.1 Means of communication and response time
 - 4.1.2.4.5.2.1.1.2 Workflow in terms of planning committee meetings and projects
 - 4.1.2.4.5.2.1.1.3 Means of conflict resolution
 - 4.1.2.4.5.2.1.1.4 Limited-use Mental Health and Academic Stress related provisions under which responsibilities can temporarily be waived
- 4.1.2.4.5.2.1.2 The requirement to have a plan can be waived if both co-chairs/the chair and vice chair sign a waiver or otherwise inform the Vice President stating that they do not feel the need to have a cooperation plan.
- 4.1.2.4.5.2.1.2.1 If a cooperation plan is waived, a co-chair/chair or vice chair has the right to request a cooperation plan at any point throughout the year.
 - 4.1.2.4.5.2.1.2.2 Requests must be sent in an email to the Vice President and their co-chair/chair or vice chair, and cooperation plans must be created and submitted to the Vice President within 10 days of the request.
- 4.1.2.4.5.2.1.3 The Vice President may reject any cooperation plan deemed to be insufficient. Rejections can be overturned by a 4/5ths vote of the committee that the agreement applies to.
- 4.1.2.4.5.2.1.4 For cooperation plans concerning the Internal Affairs Committee, the Student Body President shall fill the role of the Vice President in the processes outlined in this section of the Bylaws.
- 4.1.2.4.5.2.1.5 Cooperation plans must be shared with senate committee members.
- 4.1.2.4.5.2.1.6 Cooperation plans may not be changed without the approval of the Vice President.
- 4.1.2.4.5.2.1.7 Failure to follow the rules within this section of the Bylaws is a formal violation of the Bylaws, and may lead to the consequences associated with such.
- 4.1.2.4.5.2.1.8 Both co-chairs/chair and vice-chair must express their approval of the cooperation plan in writing or email to the Vice President.
- 4.1.2.4.5.2.1.9 If cooperation plans are not submitted and are not waived, the co-chairs/chair and vice chair shall be automatically removed and a new election for co-chairs/chair or vice chair will be held.

4.1.2.4.5.2.1.10 If one co-chair/chair or vice chair believes that it was not possible for them to submit a cooperation plan because the other co-chair/chair or vice chair refused to cooperate, they may petition the Judiciary to rule on the question of whether failure to submit a cooperative plan was solely or mostly by the fault of one of the co-chairs/chair or vice chair. If they rule that to be the case, the co-chair/chair or vice chair who was ruled to have been mostly or completely responsible for the failure to produce a mutually-agreed upon cooperative plan shall be removed as committee chair.

4.1.2.4.5.2.1.10.1 After chair removal, the committee must take a vote to appoint a new chair.

4.1.2.4.5.2.1.10.2 The removed chair may not participate in committee chair-related deliberations or vote on matters concerning committee chairs after their removal, and may not become the chair of any committee through the end of their term.

4.1.2.4.5.2.1.10.3 The vice chair shall not automatically become the chair if the chair is removed through this process, but may run in the chair election.

4.1.2.4.5.2.1.10.4 After Vice Chair removal, the Chair shall appoint a new Vice Chair, subject to committee approval

4.1.2.4.5.3 Vice-Chairs of Standing Legislative Committees of the Senate and Ad-Hoc Committees shall have the following responsibilities:

4.1.2.4.5.3.1 Vice-Chairs shall fulfill the duties of the chair whenever they are not present at meetings or otherwise unavailable. They must fulfill all the responsibilities of the chair when the chair is on leave or absent at a meeting, and highlighted duties include:

4.1.2.4.5.3.1.1 Chairing committee meetings when the chair is absent

4.1.2.4.5.3.1.2 Updating the Senate on committee activities during GBM when the chair is absent

4.1.2.4.5.3.2 Vice-Chairs shall assist the Chairs in all their duties as agreed upon between the Chair, the Vice-Chair, and the committee at large.

4.1.2.4.5.4 REMOVAL OF CHAIRS

4.1.2.4.6 The Chair of a Standing Legislative Committee of the Senate or an Ad-hoc Committee of the Senate may be removed by a $\frac{3}{4}$ vote of the committee itself, or by a $\frac{2}{3}$ vote of the Senate as a whole.

4.1.2.4.7 A member of a committee may only be removed by a $\frac{3}{4}$ vote of the Senate as a whole.

4.1.2.4.8 If a Committee chooses to remove a chair by a $\frac{2}{3}$ vote of the Committee itself, they must abide by the following procedures.

4.1.2.4.8.1 A senate member of a committee must submit the signatures of at least $\frac{1}{2}$ of the senate members of the committee calling for the removal of the committee chair to the Vice President.

4.1.2.4.8.1.1 When there is an odd amount of senators in the committee, the number of signatures required shall be rounded up.

- 4.1.2.4.8.2 The Vice President shall convene a meeting no later than 2 weeks after the receipt of the signatures calling for the removal of a committee chair to hear arguments for and against chair removal and to hold a vote to remove the chair.
- 4.1.2.4.8.3 At a minimum, the chair under consideration for removal must be allowed the opportunity to speak, and a senator calling for the chair's removal must be allowed an equal opportunity to speak. Speaking order should be determined by some form of chance.
- 4.1.2.4.8.4 After speeches from the chair under consideration and from an accuser, senate members of the committee shall enter into deliberations. The chair under consideration of removal must not be present for deliberations. After deliberations have concluded, senate members of the committee must vote by secret ballot on whether to remove the chair. The chair under consideration for removal cannot participate in this ballot.
- 4.1.2.4.8.5 If the chair is removed, they shall be thanked for their service and downgraded to a regular senate member of the committee.
- 4.1.2.4.8.6 Upon removal of a single chair of a committee, the Vice President shall hold an election for a new chair no later than one week after the removal of the original chair.
 - 4.1.2.4.8.6.1 The Vice-Chair shall not automatically succeed the Chair in the case of Chair removal by Committee or Senate vote, but may run in the election to replace the chair.
- 4.1.2.4.8.7 The removed chair may not run in the chair election held to determine their replacement.
- 4.1.2.4.8.8 The Vice President cannot be removed from the Internal Affairs Committee and the Treasurer cannot be removed from the Finance Committee.
- 4.1.2.4.9 Removal of the chair of a committee, or of a member of the committee, done by the full senate, shall proceed in identical fashion to impeachment proceedings as prescribed by the Constitution and further expounded upon by supporting statutes.
- 4.1.2.4.10 Vice-Chairs may be removed by the Chair of a committee in consultation and with the consent of the Student Body President and their Cabinet.
 - 4.1.2.4.10.1 In order to remove a Vice-Chair, the Chair of a committee must submit in writing/email why they feel that they require a new Vice-Chair to the President and Vice President.
 - 4.1.2.4.10.2 Upon receiving the request to remove a Vice-Chair, the Student Body President and their Cabinet shall convene separate meetings with the Chair and Vice Chair of the committee to further discuss the issue, and may convene a meeting with the Chair and Vice Chair if desired.
 - 4.1.2.4.10.3 If the Student Body President and their Cabinet determines that whatever the Chair believes necessitates the removal of the Vice Chair cannot be resolved, they shall consent to the removal of the Vice Chair and the Chair shall appoint a new Vice Chair.

4.1.2.4.10.3.1 The Student Body President and their Cabinet should generally defer to the judgement of the Chair

4.1.2.4.10.4 The Chair of a committee may also remove a Vice-Chair by submitting written notice to the members of the committee of why they want to remove the Vice-Chair.

4.1.2.4.10.4.1 The committee shall then vote on the removal of the Vice-Chair, with a $\frac{2}{3}$ rds vote required to remove the Vice-Chair.

4.1.2.4.11 Any member of the Senate who is impeached in accordance with the Constitution and relieved from the duties of the Senate are thus automatically removed from all Standing Legislative Committees of the Senate and Ad-hoc Committees of the Senate.

4.1.2.4.12 Chairs and Vice-Chairs of Committees may resign from Committee leadership positions.

4.1.2.4.12.1 If the Chair resigns, the Vice-Chair shall temporarily serve as Chair until new Chair elections can be held under the procedures described above.

4.1.2.4.12.2 If the Vice-Chair resigns, the Chair shall appoint a new Vice-Chair.

4.1.2.4.12.3 Notices of resignation of Committee leadership must be sent to the Vice President.

4.1.2.5 COMMITTEE MEETINGS

4.1.2.5.1 The Standing Legislative Committees of the Senate shall be required to regularly meet at least once every two (2) weeks.

4.1.2.5.2 The Chairs of Standing Legislative Committees of the Senate shall, at the first committee meeting of the term, discuss with committee members times to meet at least once every two (2) weeks.

4.1.2.5.3 During the first meeting of every Standing Legislative Committee of the Senate, the Chairs – if they choose – shall designate one committee member to take minutes during every committee meeting, otherwise they themselves shall take the minutes.

4.1.2.5.4 In accordance with the Constitution, any student is welcome to observe any committee meetings.

4.1.2.5.4.1 Committees may, in accordance with the Constitution, close meetings to discuss sensitive personnel matters by a $\frac{2}{3}$ vote of the committee. However, all voting must take place in public with individual votes recorded as prescribed by Senate rules and legislation.

4.1.2.5.5 Any member of the three SGA branches is welcome to attend committee meetings, even those closed by the committee itself.

4.1.3 CAUCUSES OF THE SENATE

4.1.3.1 Formation of Caucuses

4.1.3.1.1 In order to form a caucus, the following criteria must be met:

4.1.3.1.1.1 Formation must be initiated by an SGA Senate member

4.1.3.1.1.2 Submission of a bill establishing a caucus that contains the following:

4.1.3.1.1.2.1 Rules for caucus (granted that they do not supercede the general guidelines of caucuses)

4.1.3.1.1.2.2 Purpose of the caucus

4.1.3.1.1.2.3 Goals of the caucus

- 4.1.3.1.1.2.4 Why there is a need for this caucus on campus
- 4.1.3.1.1.2.5 List of at least 10 interested individuals
- 4.1.3.1.1.2.6 List of at least 3 potential partner student organizations
- 4.1.3.1.1.3 Caucuses must be approved by a 2/3rds vote of the Senate
- 4.1.3.2 Caucus Leadership
 - 4.1.3.2.1 Each caucus must have, at a minimum, a Chair and a Vice-Chair
 - 4.1.3.2.1.1 The Chair of the caucus must be an elected member of SGA.
 - 4.1.3.2.1.2 The Vice Chair must be an elected or appointed member of SGA or a former elected SGA member.
 - 4.1.3.2.1.3 The Chair of the caucus shall be responsible for the following duties:
 - 4.1.3.2.1.3.1 The Chair shall serve as the chief executive officer of the caucus.
 - 4.1.3.2.1.3.2 The Chair shall be the official spokesperson of the caucus.
 - 4.1.3.2.1.3.3 The Chair shall preside at and lead all meetings of the caucus and shall prepare the meeting agendas.
 - 4.1.3.2.1.3.4 The Chair shall coordinate elections within their caucus by the end of September.
 - 4.1.3.2.1.3.5 The Chair shall be responsible for overseeing all administrative duties for the caucus.
 - 4.1.3.2.1.3.6 The chair shall also be responsible for ensuring that there is a Caucus page on the SGA website that contains leadership information and all meeting minutes.
 - 4.1.3.2.1.4 The Vice Chair shall be responsible for the following duties:
 - 4.1.3.2.1.4.1 Record detailed minutes at all meetings for the caucus and shall keep them on file.
 - 4.1.3.2.1.4.2 The Vice Chair shall manage any and all internal and external organizational correspondence, as requested by the Chair.
 - 4.1.3.2.1.4.3 The Vice Chair shall maintain all membership records for the caucus, including updating the roster and member attendance sheet.
 - 4.1.3.2.1.4.4 The Vice Chair shall be responsible for reserving rooms and spaces for all meetings and events.
 - 4.1.3.2.1.4.5 In the event that the Chair is unable to lead meetings or fulfill other administrative responsibilities, the Vice Chair shall step in momentarily as their proxy.
 - 4.1.3.2.1.4.6 Upon resignation of the Chair of a caucus, the Vice-Chair shall serve as interim chair until new elections are held.
 - 4.1.3.2.1.4.6.1 Eligibility rules of interim chairmanship shall follow that of Vice Chair and not Chair.
 - 4.1.3.2.2 Each caucus may specify additional leadership roles in their Caucus Rules Bill.
 - 4.1.3.2.3 Leadership Election Procedures
 - 4.1.3.2.3.1 The Chair and Vice-Chair of the caucus must be elected by the SGA Senate in a General Body Meeting.
 - 4.1.3.2.3.1.1 This must be completed within one month of the approval of a caucus
 - 4.1.3.2.3.1.2 In order to run for a leadership position, a candidate must be nominated by a Senator during the General Body Meeting in which the election shall take place.

- 4.1.3.2.3.1.2.1 Incumbent Chairs or Vice-Chairs in the Caucus for which the election is for, may not nominate candidates for either position.
- 4.1.3.2.3.1.3 Each candidate must speak for up to five minutes on why they should be elected to the position they are running for.
 - 4.1.3.2.3.1.3.1 If there is only one candidate nominated for a position, the Senate shall move directly into voting procedure for the nominee.
 - 4.1.3.2.3.1.3.2 If there are multiple candidates, after the speeches, Senators may motion for a Q&A, a Moderated Caucus, or to move into voting procedure.
 - 4.1.3.2.3.1.3.2.1 If there are no motions for a moderated caucus or a Q&A, the Senate shall move directly into voting procedure for the position being discussed.
 - 4.1.3.2.3.1.3.3 After speeches and optional discussion, the Senate shall move into voting procedure.
- 4.1.3.2.3.1.4 A candidate for a position must win a majority of the votes to obtain the position they are running for.
 - 4.1.3.2.3.1.4.1 If there are more than two candidates and neither gets a majority of the vote, the Senate shall move into a second round of voting, with the candidate who got the least votes in the prior round of voting taken out of consideration for the position.
 - 4.1.3.2.3.1.4.1.1 This process shall continue until a candidate gets a majority of the vote.
- 4.1.3.2.3.1.5 Elections for each position shall be held during one of the first three Senate Meetings of each year's Senate. New elections shall be held during the academic year upon the resignation of the Chair or Vice-Chair of the caucus, or upon the receipt of the signatures of $\frac{2}{3}$ rds of the Senate.
 - 4.1.3.2.3.1.5.1 Upon resignation of Chair or Vice-Chair, new elections must be held within two weeks of resignation. If the resignation occurs during a time in which the next GBM is farther than two weeks away (for example, during winter break), the election shall be carried out at the next GBM.
 - 4.1.3.2.3.1.5.2 Between the resignation of the Chair and the election of a new chair, the Vice Chair will serve as interim Chair, and the caucus will vote on a temporary replacement for the Vice Chair.
 - 4.1.3.2.3.1.5.3 Upon resignation of the Vice Chair, the chair will determine who will serve as interim Vice Chair until a new election can be held.
- 4.1.3.3 Powers and Responsibilities of Caucuses
 - 4.1.3.3.1 Caucuses shall work to advance, represent the needs and concerns of, and promote greater equality for the community that they represent.
 - 4.1.3.3.2 Actions that caucuses are authorized to carry out include without Senate Approval include:
 - 4.1.3.3.2.1 Endorsing, suggesting, or otherwise encouraging legislation aimed to help the constituency they represent
 - 4.1.3.3.2.2 Reviewing and providing feedback on whether legislation passed by SGA is as inclusive of and mindful to the needs of the constituency they represent as possible.

4.1.3.3.2.3 Acting as a safe space for the constituency they represent, and providing meaningful opportunities for the constituency they represent to convene and discuss pertinent issues.

4.1.3.3.2.4 Holding General Body Meetings with interested students and interested student groups to discuss whatever issues are deemed relevant by the caucus.

4.1.3.3.2.5 Running a Social Media Account

4.1.3.3.2.6 Any actions not included in this list require further action before the caucus may carry them out, which shall be described within these bylaws.

4.1.3.3.3 Events and Initiatives

4.1.3.3.3.1 There are two routes for initiatives to be approved:

4.1.3.3.3.1.1 In order to work on events and initiatives, caucuses can present their initiative to a GBM (to ensure awareness within the Senate)

4.1.3.3.3.1.1.1 Any relevant legislative committees can comment / provide feedback

4.1.3.3.3.1.1.2 A simple majority vote within the Senate can approve the event/initiative

4.1.3.3.3.1.2 Alternatively, a caucus initiative can partner with a specific legislative committee

4.1.3.3.3.1.2.1 A committee simple majority vote can approve said initiative/event

4.1.3.4 Internal Rules of Caucuses

4.1.3.4.1 Caucuses shall define their structure, operating rules, and any other leadership not specified by these bylaws by creating an annual Caucus rules bill that must be approved by the Senate every academic year.

4.1.3.4.2 Annual Caucus Rules bills shall be approved by a majority vote of the Senate by end of September at the latest.

4.1.3.4.3 Rules Bills must stay within the structure provided in these bylaws, and may not outline any responsibilities, leadership election procedures, or anything else that contradicts these bylaws.

4.1.3.4.4 Rules Bills should include a potential caucus logo if applicable

4.1.3.4.5 Annual Rules Bills must be posted publicly on the SGA website. The Caucus shall not be allowed to carry out any of its responsibilities and shall be considered null and void until the Rules Bill is posted on the website.

4.1.3.5 Caucus Membership

4.1.3.5.1 Caucus membership shall be open to all interested students of any background or demographic, accordance with our Constitution

4.1.3.5.2 Caucuses may further define in their Rules bill the specifics of “membership” within their caucus

4.1.4 SENATORIAL VACANCIES

4.1.4.1 In the event of any vacancy, the vacancy shall be announced to the relevant constituents through an email that includes a notification of the process and/or application by which the position shall be filled.

4.1.4.2 Senatorial Vacancy

4.1.4.2.1 In the case of a Senatorial vacancy, the remaining members of the Class Council shall choose a new Senator, following the process herein prescribed subject to any constitutional restrictions.

4.1.4.2.1.1 The Class President shall immediately assemble the Class Council and inform them of the vacancy within 24 hours of the vacancies.

4.1.4.2.1.2 The Class Council shall then collectively draft an application to fill the vacant seat within 72 hours of the vacancies.

4.1.4.2.1.3 This application shall then be disseminated to every member of the class within 72 hours of the vacancy being created. Business days shall refer to all days when University classes are held on the Homewood campus.

4.1.4.2.1.4 The Class Council shall then conduct interviews of any candidates it deems qualified for the position with quorum. These initial rounds of interviews must conclude within ten (10) business days of the dissemination of the applications.

4.1.4.2.1.5 If the Class President believes an additional round of interviews is needed, these final rounds of interviews must conclude within twelve (12) business days of the dissemination of the applications. These final rounds of interviews must occur with quorum.

4.1.4.2.1.6 Within two (2) business days of the last rounds of interviews (initial, or final if occurred), the Class Council must vote on candidates. Voting to confirm a new senator shall follow the plurality scheme; the candidate receiving the most votes shall be nominated by the Class Council to fill the seat.

4.1.4.2.2 The Senate shall then, in accordance with the Constitution, vote to confirm or reject the Class Council's nominee.

4.1.4.2.3 If the Senate votes to reject the nominee, the Class Council shall immediately convene again to either vote on one of the other candidates or restart the entire process.

4.1.4.2.4 The relevant Class President and the Executive Board shall keep the Student Body informed of any decisions throughout this process.

4.1.4.3 Class Presidential Vacancy

4.1.4.3.1 In the case of a Class Presidential vacancy, the remaining members of the Class Council shall choose a new President from among themselves, following the process herein prescribed subject to any constitutional restrictions.

4.1.4.3.1.1 The Executive Vice President shall immediately assemble the Class Council and inform them of the vacancy.

4.1.4.3.1.2 The Class Council shall then collectively gather secret paper ballot nominations of Class Council members to fill the vacant seat from within the Council itself.

4.1.4.3.1.3 Upon collecting the nominations, the Executive Vice President shall read the nomination aloud and ask each nominee if he or she would like to perform the service of Class President.

4.1.4.3.1.4 Those responding in the affirmative shall each give short speeches outlining their qualifications and priorities at the next Class Council meeting (within five business days of the vacancy being created).

4.1.4.3.1.5 Without discussion, each council member – including the outgoing Class President – shall then cast a vote for Class President by roll call vote.

4.1.4.3.1.6 Voting to confirm a new Class President shall follow the plurality scheme; the candidate receiving the most votes shall be elected.

4.1.4.3.1.6.1 If a tie occurs, a second vote shall be held.

4.1.4.3.1.6.2 If another tie occurs, successive elections will occur until a President is selected.

4.1.4.3.2 Once nominated by the Class Council, the nominee must face a confirmation vote by the Senate at its next meeting.

ARTICLE 4, SECTION 2. LEGISLATION OF THE SENATE

4.2.1 Legislation shall be written by any elected member of SGA.

4.2.2 Legislation shall take one of two forms:

4.2.2.1 A bill, which formally enacts a law within the scope defined by the Constitution; or

4.2.2.2 A resolution, which formally declares the opinion of the Senate and thus the Student Body.

4.2.3 LEGISLATIVE PROCESS

4.2.3.1 Legislation shall require and document the presence of:

4.2.3.1.1 At least one (1) *introducer* (also known as an *author* or *composer*);

4.2.3.1.2 At least two (2) *co-sponsors* who are elected members of SGA and are not introducers;

4.2.3.2 Legislation shall be written in any mainstream serif font (Times New Roman, Palatino, Garamond, Baskerville, etc.) and, by precedent, be headed with the seal of the SGA.

4.2.3.3 Upon two (2) co-sponsors, the introducer of the Bill or Resolution shall submit the legislation to the Vice President.

4.2.3.4 The Vice President shall then add the legislation to the next Senate Meeting agenda under the first reading section.

4.2.3.4.1 During the first reading of legislation, the legislation is briefly explained and the Senate votes to send the legislation to Committee.

4.2.3.5 Once legislation is referred to a Committee of the Senate, the Committee shall deliberate and vote upon a recommendation to the Senate for the legislation's adoption or rejection. The Committee will then prepare a report containing the Committee's recommendation, majority and minority opinions of the Committee, and a description of any amendments made in Committee.

4.2.3.5.1 A plurality vote shall be necessary to recommend legislation's adoption or rejection, or to undertake other committee actions.

4.2.3.5.2 A committee may also elect to advance legislation to the Senate with no recommendation, if after significant deliberation, the committee elects to do so.

4.2.3.5.2.1 A tie vote within a committee brings the legislation before the Senate with no recommendation.

4.2.3.5.3 If the committee does not vote on the bill, it can not advance beyond the committee.

4.2.3.6 After passage by a committee, the Vice President will add the legislation to the next Senate Meeting agenda under the second reading section.

- 4.2.3.6.1 In the most exceptional of cases, the Vice President shall be empowered to waive the committee consideration requirement to allow the Senate to quickly address pressing matters.
- 4.2.3.7 Upon receiving the report of a Committee of the Senate, the Vice President shall introduce the legislation to the Senate and call upon its introducer to discuss its merits and field questions from the Senate, and call upon the Committee chair to present their report.
- 4.2.3.8 The legislation shall then be deliberated upon, pursuant to the Senate's rules and procedures, and the Senate shall eventually vote for the legislation's adoption or rejection.
- 4.2.3.8.1 If the Senate votes to adopt the legislation, the Vice President shall affix the Seal of the Senate to the legislation. The Student Body President, Vice President, Treasurer, and Secretary will then place their signatures at the bottom of the legislation so as to confirm its adoption. The legislation will then have the full force and effect of law.
- 4.2.3.8.1.1 For ceremonial purposes, the introducer(s) and co-sponsors shall have the right to sign the legislation as well.
- 4.2.3.8.2 If the Senate votes to reject the legislation, the Vice President shall indicate its rejection and place their signature at the bottom so as to confirm its rejection. The Vice President shall not affix the Seal of the Senate to rejected legislation.
- 4.2.4 All legislation, pursuant to the Constitution, must be adopted by the full Senate. A Committee alone is not empowered to take any direct action other than to recommend and refer action to the Senate as a whole.

ARTICLE 4, SECTION 3. PROCEDURAL RULES OF THE SENATE

4.3.1 MEETINGS

4.3.1.1 AGENDA OF SENATE MEETINGS

- 4.3.1.1.1 The Vice President shall set the agenda according to the needs of the SGA.
- 4.3.1.1.2 Committee reports shall consist solely of reports – any pending committee action must be reported in advance and dealt with later in the meeting.

4.3.1.2 CHAIR OF SENATE MEETINGS

- 4.3.1.2.1 The Chair of a meeting shall also be referred to as the Presiding Officer of that meeting.
- 4.3.1.2.2 The Vice President shall chair the meetings of the SGA Senate.
- 4.3.1.2.2.1 If the Vice President yields the chair in accordance with proper parliamentary procedure, or is unable to attend a Senate meeting, the President of the Senior Class shall fulfill the duties as Chair.
- 4.3.1.2.2.2 DECISIONS OF THE CHAIR
- 4.3.1.2.2.2.1 The chair shall enforce Senate procedures as well as the Constitution and Bylaws, including but not limited to ruling motions or conversations out of order.
- 4.3.1.2.2.2.2 A single member (no second is required) may contest such a decision, which is debatable but nonamendable, before it takes effect.
- 4.3.1.2.2.2.3 A two-thirds vote of the Senate shall be necessary to overturn the chair's decision.
- 4.3.1.2.2.3 Manner of Presiding and Yielding of the Chair

4.3.1.2.2.3.1 The Vice President shall preside the meeting in an orderly, objective and fair manner giving opportunity to all Senators to represent their views provided they maintain decorum. The Vice President shall use his or her discretion in speaking on issues provided they maintains objectivity and fairness in the manner of the meeting.

4.3.1.2.2.3.2 The Vice President shall yield the chair to a successor any time the item of discussion is his or her confirmation, elections, impeachment, or removal.

4.3.1.3 ORDER

4.3.1.3.1 The Senate shall follow the most current version of Roberts Rules of Order in its general body meetings, subservient to any provisions of the SGA Constitution, Bylaws, or Senate Procedural Rules Bill.

4.3.1.3.2 Moving the Motion

4.3.1.3.2.1 Following the moving of a motion and a proper second (if required), the Chair shall immediately state the motion to the assembly. If the motion may be discussed, the Chair shall immediately ask, “Is there any discussion?” and the body shall discuss the motion. If the motion may not be discussed, the Chair shall immediately put the motion to a vote.

4.3.1.3.3 Discussion on the Motion

4.3.1.3.3.1 It is in the interest of the Senate (being a deliberative assembly) to foster productive and persuasive speech by each member so long as it is done in an efficient manner. The author of the motion shall be given the opportunity to speak first in order to present the reasoning behind the motion. Other motions may be moved anytime during discussion.

4.3.1.3.3.2 During debate, filibusters are not permitted.

4.3.1.3.4 Voting

4.3.1.3.4.1 Abstentions, used at the individual Senator’s discretion, should only be used in the rare case of a direct conflict of interest.

4.3.1.3.4.2 Votes become final when the Chair announces the vote.

4.3.1.3.4.3 The use of “straw poll” votes is highly discouraged.

4.3.1.3.4.4 Per the Constitution, all votes and discussions shall be public, except for those permitted to be closed by the Constitution.

4.3.1.3.4.5 Proxy Voting

4.3.1.3.4.5.1 Due to the deliberative nature of Senate meetings, and due to the possibility of the swaying of one’s opinions during a debate, proxy voting is neither permitted nor accepted.

4.3.1.3.5 Suspension of Rules

4.3.1.3.5.1 The assembly can adopt a motion to Suspend the Rules interfering with the proposed action—provided that the proposal is not in conflict with the Constitution.

4.3.1.3.5.2 When business is pending, Suspend the Rules takes precedence over any motion if it is for a purpose connected with that motion.

4.3.1.3.5.3 Can be applied to any rule of the assembly except those in the Constitution.

4.3.1.3.5.4 Must be seconded.

4.3.1.3.5.5 Requires a vote equivalent to two-thirds of the entire membership of Senate, regardless of attendance. In any case, no rule protecting a minority of a

particular size can be suspended in the face of a negative vote as large as the minority protected by the rule.

4.3.1.3.5.6 In making the incidental motion to Suspend the Rules, the particular rule or rules to be suspended are not mentioned; but the motion must state its specific purpose, and its adoption permits nothing else to be done under the suspension.

4.3.1.3.5.6.1 The rules are unsuspended upon the completion of the specific purpose, as determined by the chair.

4.3.1.3.5.6.2 The rules can be unsuspended at any time with a majority vote following a motion to Unsuspend the Rules.

4.3.1.3.5.7 If a motion to Suspend the Rules is adopted and its object is to allow consideration of business that could not otherwise have been considered at the time, the chair immediately recognizes the member who moved the suspension of the rules, to make the appropriate motion that will bring up the desired business. Or, if no further motion is necessary (for example, if the two motions were combined as indicated above, or if the question is one that was postponed), the chair announces the business as pending.

4.3.1.3.5.8 Rules protecting a basic right of the individual member cannot be suspended. Rules protecting absentees cannot be suspended, even by unanimous consent or an actual unanimous vote, because the absentees do not consent to such suspension.

4.3.2 MEMBERSHIP PRIVILEGES

4.3.2.1 Only Members of the Senate, including Executive Board officers in an ex-officio capacity shall have speaking privileges when the meeting is in session, with the exception of speaking privileges granted by the Rules Bill for certain sections of the meeting

4.3.2.1.1 Non-Members of the Senate shall have speaking privileges in the Senate at the discretion of the chair, to be signaled with a hand raise.

4.3.2.1.1.1 The Senate can appeal the decision to grant or not grant speaking privileges with a motion, a second, and a majority vote

4.3.2.1.1.2 Any signaling by non-members must be non-disruptive, as determined by the chair.

4.3.2.1.1.3 The chair may prohibit any signaling for any period of time at their discretion

4.3.2.1.1.3.1 The Senate can appeal the decision with a motion, a second, and a majority vote”

4.3.2.1.2 The chair can withdraw speaking privileges at their discretion

4.3.2.1.2.1 The Senate can appeal the decision to grant or not grant speaking privileges with a motion, a second, and a majority vote

4.3.3 ATTENDANCE

4.3.3.1 Required

4.3.3.1.1 Attendance at Senate general body meetings, committee meetings, and Class Council meetings is mandatory for all Senators. The Executive Vice President shall be permitted to grant a total of 12 excused absences per senator per year, with an additional 4 excused absences for every additional committee beyond 2 committees that the senator serves on. Senators who have 2 unexcused absences shall be subject to an impeachment vote per the Constitution. Senators who have 4 unexcused absences shall be thanked for their service and summarily dismissed from the SGA per the Constitution.

4.3.3.1.2 Attendance at another SGA event beyond the required Senate and Committee meetings can be required by the Vice President.

4.3.3.1.2.1 This requirement can be overturned by a $\frac{2}{3}$ vote of the Senate.

4.3.3.1.2.2 In such cases, legitimate, previously held time conflicts shall be accommodated with an excused absence.

4.3.3.2 Taking Attendance

4.3.3.2.1 A roll call shall be taken at the beginning of each Senate meeting and recorded in the minutes. The Secretary shall be responsible for keeping track of whether enough Senators are present when voting on legislation.

4.3.3.3 Members must stay for the entire meeting unless previously excused or in cases of emergency.

4.3.3.4 Recording Attendance

4.3.3.4.1 All SGA members' attendance records shall be noted on the SGA's website and shall be sent to the student body in a press release every semester.

4.3.3.5 Documenting and Verifying Absences

4.3.3.5.1 The Secretary shall document all absences – Senate, committee, and council – on a spreadsheet publicly available on the SGA website. The spreadsheet shall be updated with absences no later than one week from the date of a meeting. If no minutes for a meeting are provided to the Secretary after one week, all persons required to attend the meeting shall be counted as absent until minutes are provided.

4.3.3.6 One-Time Medical Leave and One-Time Family Emergency Leave

4.3.3.6.1 Once a school year, if an SGA member is temporarily unable to attend meetings for any reason verified by an accredited medical provider, they shall be permitted to take a medical leave of no more than two academic weeks.

4.3.3.6.2 Once a school year, if an SGA member is temporarily unable to attend meetings for any reason related to family emergency, they shall be permitted to take a family emergency leave of no more than two academic weeks.

4.3.3.6.3 Senators must do their best to communicate as soon as possible with the executive board, so that they can be applied retroactively.

ARTICLE 5. STUDENT GROUPS

ARTICLE 5, SECTION 1. SCOPE

5.1.1 This article shall apply to all dealings with current and proposed student organizations by the Committee on Student Organizations and the SGA Senate.

5.1.2 Should any part of this article be found unconstitutional, such part shall be considered severable and the rest of the article shall remain in effect.

ARTICLE 5, SECTION 2. RECOGNITION OF PROPOSED STUDENT ORGANIZATIONS

- 5.2.1 The SGA Senate has, under the Constitution, jurisdiction over the appointment process of new student organizations.
- 5.2.2 The Committee on Student Organizations shall receive applications for proposed student organizations and determine, along with the Coordinator of Student Organizations, which Category these groups fall under.
 - 5.2.2.1 All JHU student organizations currently categorized as: Academic and Research, Center for Social Concern, Dean of Student Life Charter Organizations, Sports Clubs and Fraternity and Sorority Life will be eligible for additional recognition by the SGA as a group “not eligible for semesterly allocations”, allowing such groups granted this classification to be eligible for SAC event funding applications. For annual grant eligibility, they must drop their recognition outside of SGA.
 - 5.2.2.2 They will be reviewed and confirmed by a majority vote of the Committee on Student Organizations on a rolling basis.
- 5.2.3 The Committee on Student Organizations shall conduct hearings with the Coordinator of Student Organizations and leaders of proposed groups to evaluate the uniqueness and feasibility of their mission, the establishment of a longitudinal organizational structure, the level of risk, the necessity of funding within their organization, and their contribution to on-campus student life.
- 5.2.4 The Committee on Student Organizations shall vote on whether to recognize the existence and provide funding for proposed student organizations. Committee quorum and a simple majority is required for the committee’s determination to be in effect.
 - 5.2.4.1 The Committee’s decision shall be referred to the Coordinator of Student Organizations, by the end of the academic term at which the application was submitted, to finalize the new group registration process.
 - 5.2.4.2 The Committee’s decision shall be referred to the SGA Treasurer and the Student Activities Commission to give new organizations access to start-up funds and student group grants.
- 5.2.5 A decision to recognize or deny a proposed student organization by the Committee on Student Organizations can be appealed by any SGA Senator with a simple majority vote, at which point the General Body will evaluate the proposed student organization and vote on a final determination of its recognition.

ARTICLE 5, SECTION 3. CURRENT STUDENT ORGANIZATIONS

- 5.3.1 The SGA Senate is, under the Constitution, empowered to pass legislation governing student groups.
- 5.3.2 All student organizations recognized as funded organizations by the SGA Senate shall undergo a yearly review of their operations by the Committee on Student Organizations, upon which their eligibility for semesterly allocations from SAC shall be contingent.
- 5.3.3 A decision to revoke recognition of an existing student organization by the Committee on Student Organizations can be appealed by any SGA Senator with a simple majority vote, at which point the General Body will evaluate the student organization and vote on a final determination of its recognition.

5.3.4 Student groups may not disallow any member the right to vote with regard to race, color, creed, religion, national or ethnic origin, gender, sexual orientation, age, marital status, citizenship, or disability status. This requirement may be waived in circumstances in which an individual group has a specific reason – related to the impending graduation of group members – as to why members set to graduate in the academic year following the election should not be allowed to vote in a group election.

5.3.4.1 If the group wishes to waive this requirement, they must present a case to the SGA Senate explaining why graduating members should not be allowed to vote in an election. If the SGA rules in the group's favor, then the class of graduating members will not be allowed to vote. The disallowance of graduating members, if approved, must apply to every member of the group, without exception, who is to graduate in the semester following the election.

5.3.5 Student groups must ensure that all students have the right to express their chosen pronoun, chosen name, and gender identity in all documents, programs, and material.

5.3.6 All laws passed by the SGA governing approved student organizations shall be compiled into a singular document and sent to the leaders of the student organization at the beginning of each school year.

ARTICLE 5, SECTION 4. STUDENT AND STUDENT ORGANIZATION APPLICATION UPDATES

5.4.1 The SGA shall strive to keep students and student organizations apprised of the status of their applications to itself or its constituent bodies – including committees, class councils, the SAC, and the CMC.

5.4.1.1 For applications requiring two or more weeks to approve or deny, the following measures shall be used to maintain these channels of communication:

5.4.1.1.1 Students shall have the right to request an update on their application's progress every two weeks, even if a final outcome cannot be provided at that time.

5.4.1.1.2 For each application process, the SGA shall publish an estimated timeline with general stages and timeframes on the process of approval and denial, as well as relevant points of contacts, on the SGA website.

5.4.1.1.2.1 The SGA shall email the aforementioned timeline to all application submissions' authors.

ARTICLE 6. ADVISORS

ARTICLE 6, SECTION 1. There shall exist SGA advisors who shall be resources when called upon by the SGA.

ARTICLE 6, SECTION 2. The SGA, in conjunction with the Office of the Dean of Student Life shall appoint one (1) SGA Advisor for the SGA at large, one (1) Class Council Advisor for each council, one (1) Finance advisor for the Committee on Finance, and one (1) Student Organizations Advisor for the Committee on Student Organizations.

ARTICLE 7. AMENDMENTS AND RATIFICATION

ARTICLE 7, SECTION 1. These Bylaws, unless specified below, may only be amended and ratified by a two-thirds vote of the entire membership of the Senate.

ARTICLE 7, SECTION 2. Semantic Amendments

7.2.1 Amendments that do not change the intention of a line in the Bylaws may be made by the Internal Affairs without a Senate vote.

7.2.1.1 Internal Affairs Committee will notify the Senate of these changes.