

Associated Student Government

Code

Revised: November 13, 2024

The Code is a core governing document for the Northwestern University student government. The Code is a living document, meant to be regularly updated to reflect student priorities and best practices. Its main function is as an operational rulebook and guide for the officers and members of the Associated Student Government. The Code is a public document, and any undergraduate student may propose changes to the Code.

Instructions for the technical maintenance of this online document are in the Editor's Note, at the end of the document.

Table of Contents

Title I. General Provisions
- Chapter 1. References, Abbreviations, and Definitions
  - Sec. 101. References
  - Sec. 102. Abbreviations
  - Sec. 103. Definitions
- Chapter 2. Citation
  - Sec. 201. Sections of the Code shall be cited in the following form:
- Chapter 3. Jurisdiction
  - Sec. 301. The ASGC shall be inferior to the Constitution, and superior to decisions of precedent and policy of the Executive Branch.
  - Sec. 302. The ASGC shall also be inferior to city, state, and national laws.
- Chapter 4. Procedures

Sec. 401. Selection processes, with the exception of those for standing committees and in-Senate elections, shall be governed as follows:

Title II. The Legislative Branch
Chapter 1. Senator Responsibilities and Accreditation
Sec. 101. Attendance
Sec. 102. Committee Participation
Sec. 103. Caucus Participation
Sec. 104. Accountability
Sec. 105. Expulsion
Sec. 106. Vacancies
Chapter 2. Senator Elections
Sec. 201. Undergraduate School Senators
Sec. 202. Student Group Senators
Sec. 203. Senate Delegates
Chapter 3. Officers of the Senate
Sec. 301. Speaker of the Senate
Sec. 302. Parliamentarian
Chapter 4. Senate Procedure
Sec. 401. Sequence of Superiority
Sec. 402. Precedents
Sec. 403. Parliamentary Body
Sec. 404. Standards of Decorum and Ethics
Sec. 405. In-Senate Elections
Sec. 406. The Journal of the Senate
Sec. 407. The Oath of the Associated Student Government
Chapter 5. Senate Legislation
Sec. 501. Enacting Legislation
Sec. 502. Resolving Legislation
Sec. 503. Financial Legislation
Sec. 504. Constitutional Amendment
Sec. 505. Legislative Order
Sec. 506. Proposal Procedure
Sec. 507. Legislative Procedure
Sec. 508. Referenda
Chapter 6. Meetings of the Senate
Sec. 601. Orders of the Day
Sec. 602. Length of Meetings of the Senate
Sec. 603. Emergency Legislation
Sec. 604. Types of Fora

Chapter 7. Funding Senate
Sec. 701. Preparation
Sec 702. Logistics
Sec 703. New Student Organization Support Fund

Title III. The Executive Branch
Chapter 1. Executive Office
Sec. 101. The President
Sec. 102. The Vice President
Sec. 103. The Co-Presidents
Sec. 104. The Executive Officer of Justice and Inclusion
Sec. 105. The Chief of Staff
Chapter 2. Executive Board and Cabinet
Sec. 201. Executive Board
Sec. 202. Cabinet
Chapter 3. Executive Officers
Sec. 301. Chair for Student Activities Finances (SAF)
Sec. 302. Chair for Student Activities Finance Committee (SAFC)
Sec. 303. Chair for Academics
Sec. 304. Chair for Health and Wellness
Sec. 305. Chair for Marketing
Sec 306. Student Group Liaison
Sec. 307. Chair for Sustainability
Sec. 308. Chair for Analytics
Sec. 309. Chair for Campus Life
Chapter 4. Commissioned Officers
Sec. 401. Appointment
Sec. 402. Vacancy and Removal
Chapter 5. Members Emeritus
Sec. 501. Appointment and Duties
Sec. 502. Removal
Sec. 503. Term Limits

Title IV. The Judicial Branch
Chapter 1. Election & Membership
Sec. 101. Election Procedure
Sec. 102. Ex-officio members
Chapter 2. Chief Justice
Sec. 201. Selection
Sec. 202. Responsibilities

Sec. 203. Judicial Pro Tempore
Chapter 3. Procedural Rules
Sec. 301. Meetings
Sec. 302. Constitutional Evaluation
Sec. 303. Hearings
Sec. 304. Impeachment Hearings
Chapter 4. Courts Inferior to the Judicial Board
Sec. 401. Selection
Sec. 402. Powers
Sec. 403. Meetings & Hearings
Sec. 404. Wellness Judicial Board
Chapter 5. Senate Judiciary Hearing Procedure
Sec. 501. Procedure

Title V: Committees & Commissions
Chapter 1. Membership and Selection
Sec. 101. Voting and Membership
Chapter 2. Standing Committees
Sec 201. General Provisions
Sec. 202. Student Activities Finances Committee:
Sec 203. The Committee on the Rules
Sec 204. Sustainability Committee
Sec 205. Analytics Committee
Sec 206. Campus Life Committee
Sec 207. Health and Wellness Committee
Sec 208. Marketing Committee
Sec 209. Congressional Board of Financial Review
Chapter 3. Temporary Commissions
Sec. 301. Sub-Committees
Sec. 302. Ad hoc Committees and Working Groups
Sec. 303. Investigative Committees
Chapter 4. Election Commissions
Sec 401. The Campus-Wide Election Commission
Sec. 402. The Undergraduate School Senator Election Commission
Chapter 5. The Advisory Committee on Investment Responsibility Membership Commission
Sec. 501. Membership and Voting
Sec. 502. Responsibility and Procedures
Chapter 6. Representation on External Bodies
Sec. 601. Appointment

Sec. 602. Accountability
Chapter 7. Committee on Undergraduate Fundraising Priorities
Sec. 701. Purpose, Scope and Output
Sec. 702. Staffing and Appointments
Sec. 703. Timeline

Title VI. Members and Meetings of Government
Chapter 1. Composition and Voting
Sec. 101. Membership of Government
Sec. 102. Voting
Chapter 2. Meetings of Government
Sec. 201. Frequency
Sec 202. Purpose and Powers

Title VII. Finances
Chapter 1. Procedure
Sec. 101. The Operating Budget
Sec. 102. Auditing Procedure
Sec. 103. The Account of the Associated Student Government

Appendix A. Campus-Wide Election Guidelines
Chapter 1. The Election Commission
Sec. 101. Membership
Sec. 102. Duties
Sec. 103. Rules Pertaining to the Election Commission Members
Sec. 104. Clarification and Amendment of the Election Commission Guidelines
Chapter 2. Campaigns
Section 201. Candidate Entry Requirements
Section 202. Pre-Campaign Definitions
Sec. 203. Campaigning Definitions
Sec. 204. Endorsement Rules
Sec. 205. Campaign Materials
Sec. 206. Financial Rules
Sec. 207. Campaigning Rules
Sec. 208. Campaign Violations
Chapter 3. Events Held By the Election Commission
Sec. 301. Debate
Sec. 302. Voting

Appendix B. Undergraduate School Senator Election Guidelines (2021-2022)
Chapter 1. Election Guidelines

Sec. 1. Candidates
Sec. 2. Campaigning
Sec. 3. Open Forum
Sec. 4. Primary Election
Sec. 5. Reporting of Winners

Appendix C. Code of Ethics
Chapter 1. Constitutionality
Section 101. Definitions and Groundwork
Chapter 2. Ethics
Sec. 201. Personal Attacks
Sec. 202. Rules of Procedure
Sec. 203. Broad Generalizations
Sec. 204. Arguing in Bad Faith
Sec. 205. Recording and Reporting
Chapter 3. Decorum
Sec. 301. Points of Ethical Inquiry
Chapter 4. Penal Code
Sec. 401. Punishment

Appendix D. Accountability for Sexual Misconduct
Chapter 1. Relevant Responsibility of ASG Members to the Undergraduate Student Body
Sec. 101. Membership Requirements
Sec. 102. Removal of Senators and Executive Officers Due to Sexual Misconduct
Section 103. Removal of Committee Members Due to Sexual Misconduct

Appendix E. Internal Mandates
Chapter 1. Mandates
Sec. 101. Wellness Guidelines
Appendix F. Student Organizations and Activities Constitutional Guidelines
Chapter 1. Guidelines
Sec. 101. Advisor
Sec. 102. Membership Eligibility
Sec. 103. Executive Board Eligibility and Qualifications
Sec. 104. Impeachment and Removal
Sec. 105. Handling of Funds
Sec. 106. Annual Review
Sec. 107. Statement of Non-Discrimination
Sec. 108. Anti Hazing Statement
Sec. 109. Statement of Compliance with Campus Regulations

Editor's Note: How to Manage This Document

Heading 1 is for the Code's Titles (the main subdivisions). Lato 16.

Heading 2 is for Chapter titles. Lato 13, bold. Flush with the side of the page.

Heading 3 is for section numbers.

Title I. General Provisions

Chapter 1. References, Abbreviations, and Definitions

Sec. 101. References

1. Any usage of "undergraduate students" shall refer to full and part-time undergraduate students of Northwestern University;
2. Any usage of “Senators" shall refer to those Senators present in the meeting of the Senate;
3. Any usage of "the Senate" shall refer to the entire body of Senators listed on the roll of the Senate;
4. Any usage of "Constitution" shall refer to the Constitution of the Associated Student Government;
5. Any usage of "Code" shall refer to the Associated Student Government Code;
6. Any usage of “Executive Board” shall refer to the Associated Student Government Executive Board, unless otherwise specified;
7. Any usage of “the Judicial Board” shall refer to the Rules Committee.

Sec. 102. Abbreviations

1. Any reference to "ASG" shall also refer to the Associated Student Government;
2. Any reference to "SAF" shall also refer to the Student Activities Fee;
3. Any reference to “AE” shall also refer to an Account Executive;
4. Any reference to “GE” shall also refer to a Group Executive;
5. Any reference to "ASGC" shall also refer to the Associated Student Government Code;
6. Any reference to “SGAC” shall also refer to the Student Group Apportionment Committee;
7. Any reference to "MGC" shall also refer to the Multicultural Greek Council;
8. Any reference to "NPHC" shall also refer to the National Pan-Hellenic Council;
9. Any reference to “RHA” shall also refer to the Residence Hall Association;
10. Any reference to “RCB” shall also refer to the Residential College Board;
11. Any reference to “USSEC” shall also refer to the Undergraduate School Senator Election Commission;
12. Any reference to “SAFC” shall also refer to the Student Activities Finance Committee.
13. Any reference to “EOJI” shall also refer to the Executive Officer of Justice and Inclusion.
14. Any reference to “NSOSF” shall also refer to the New Student Organization Support Fund

Sec. 103. Definitions

1. Quorum is necessary to do the business of the body assembling, unless otherwise specified, and is defined as a majority of members;
2. Seniority is determined by number of academic quarters served on the relevant body, with conflicts resolved by a majority vote of the body;
3. Any reference of “sitting” or “outgoing” members or officers shall refer to persons currently serving under oath, affirmation, or commission;
4. Terms of office expire one calendar year after the taking of the oath of office, or by impeachment or removal;

5. The chair of all committees, commissions, and other bodies shall call all meetings and determine the agenda.

Chapter 2. Citation

Sec. 201. Sections of the Code shall be cited in the following form:

1. {[Title Number].ASGC.[Chapter Number].[Section Number].[Item Number].[Item Part].[Line Number]};
2. If in such a time further disambiguation is needed, supporting clauses shall be separated by a period (.) from preceding clauses.

Chapter 3. Jurisdiction

Sec. 301. The ASGC shall be inferior to the Constitution, and superior to decisions of precedent and policy of the Executive Branch.

Sec. 302. The ASGC shall also be inferior to city, state, and national laws.

Chapter 4. Procedures

Sec. 401. Selection processes, with the exception of those for standing committees and in-Senate elections, shall be governed as follows:

1. Audio recordings of all interviews shall be maintained;
2. Selection bodies are closed committees; voting records, personal information, and minutes shall be kept from public record, unless otherwise specified by a two-thirds vote of Senators prior to the first meeting of the selection committee;
3. Selection committees, and any members thereof, may not disclose the personal and application information of any and all candidates, and are further barred from disclosing, discussing, or otherwise disseminating any information pertaining to the proceedings and meetings of the selection committee, unless otherwise authorized by the chair of the committee or a vote of the Senate as specified in I.ASGC.4.401.2;
4. Candidates may not disclose or discuss any information pertaining to the interview process, unless otherwise authorized by the Chair of the selection committee or by a vote of the Senate as specified in I.ASGC.4.401.2.

Title II. The Legislative Branch

Chapter 1. Senator Responsibilities and Accreditation

Sec. 101. Attendance

1. Attendance shall be taken by roll call at the beginning and end of every meeting of the Senate;
2. Senators who arrive after the opening roll call shall be deemed late. Lateness shall constitute one-half (1/2) of an absence. Absence during the final roll call shall also constitute one-half (1/2) of an absence. All absences from meetings of the Senate shall be considered unexcused, unless with the prior approval of the Parliamentarian or Speaker of the Senate;
3. Senators may send substitute alternates to act as their proxy. Only full- or part-time Northwestern undergraduate students shall be permitted to serve as substitute alternates;
4. Senators shall be excused from Caucus and Senate meetings for reasons of academic testing, health, observation of a religious holiday, or extenuating circumstances approved by the Parliamentarian.
    4.1. Senators must give 24 hours of notice of absence to be marked as excused or provide another reason for why this is not possible.
5. Senators who are studying abroad must send a proxy in their place during the time of their absence or, if able, may attend via Zoom, Teams, or another video conferencing platform.
    5.1. This proxy, or the Senator abroad, will be responsible for meeting the attendance requirement outlined in the Code;
    5.2. This proxy, or the Senator abroad, shall be entitled to all the same privileges and responsibilities in Senate to their on-campus counterparts, such as introducing legislation, voting on procedural and legislative matters, and convening with other Senators, to name a few.
6. Seats shall be revoked in the following manner:
    6.1. Prior to seat revocation, senators will be issued two warnings; the first warning will be issued after the senator's second unexcused absence; the second warning will be issued after the senator's third unexcused absence.
        6.1.1. The Parliamentarian will also notify a student group senator's student group if the senator has three unexcused absences, in addition to issuing a direct warning to the senator.
        6.1.2. The Parliamentary Body has the right to grant long-term exceptions to absences for senators who have proven a genuine commitment to ASG and wish to maintain their seat after their long-term absence.
    6.2. A seat revocation may occur after four unexcused absences, over the senator's entire term, at the discretion of the Parliamentarian;
    6.3. If revocation is considered unjust, the dismissed senator may appeal by scheduling a meeting with the Parliamentary Body to state their case.

6.3.1. The senator may be reinstated with a majority vote of the Parliamentary Body.

Sec. 102. Committee Participation

1. Senators shall apply in good faith during Fall Quarter recruitment to be a member on at least one Standing Committee;
2. Senators shall attend and vote on the Standing Committee to which they are appointed or elected;
3. Standing Committee meeting times and obligations shall be announced at the first meeting of each Standing Committee and the first meeting of the Senate each quarter;
4. Senators shall be excused from committee meetings for reasons of health, academic testing, or extenuating circumstances by the committee chair;
5. Punishments for not fulfilling these duties shall be assessed by the respective officers leading each committee.

Sec. 103. Caucus Participation

1. Senators will be assigned to one of two caucuses:
    1.1. Undergraduate School Caucus shall consist of Undergraduate School Senators;
    1.2. Student Groups Caucus shall consist of Student Group Senators and the MGC/NPHC Senators.
2. Both Undergraduate School and Student Groups caucuses will elect a Whip, who will thereafter set the agenda of and chair a quarterly caucus meeting, as well as arrange the time and location for all subsequent meetings;
    2.1. The Student Groups caucus shall elect its Whip no later than the final meeting of the Senate in Spring Quarter. The Undergraduate School Caucus shall elect its Whip no later than the final meeting of the Senate in Fall Quarter, prior to which the Parliamentarian shall serve as the interim Undergraduate School Caucus Whip:
        2.1.1. Each caucus shall elect their Whip by secret ballot, administered by the Parliamentarian. A run-off between the top two candidates shall occur if no candidate receives a majority of the votes;
    2.2. Should a vacancy in the office of a Whip arise, the Speaker of the Senate shall appoint an interim Caucus Whip to serve until special elections are held, or until disciplinary procedures are resolved:
        2.2.1. Interim Whips may only be members of the Senate;
    2.3. Whips shall serve as committee heads of the BOFR;
        2.3.1. Candidates shall be aware of this responsibility prior to election and must agree to commit to the role for their entire term as Whip.

Sec. 104. Accountability

1. Caucus Whips must apply in good faith and serve on a standing committee;
    1.1. In the event that committee selections have not been made at the time of Caucus Whip elections, a Senator may be elected to an interim Whip position, but must join a standing committee within 4 weeks of being elected, or secure a waiver with a two-thirds vote of Senators;

1.2. Should a Caucus Whip resign from all standing committee commitments or is removed by their standing committee chair(s), the Whip shall be referred to the Rules Committee. In special circumstances related to the personal reasons cited by the Whip, the Rules Committee may waive the standing committee requirement without a two-thirds Senate vote;

1.3. If the Rules Committee determines that the Whip has failed to uphold this component of the position's responsibilities, the Rules Committee shall refer the violation to the Senate and an interim Caucus Whip shall be appointed by the Speaker of the Senate, who shall serve until the Senate resolves the violation;

1.3.1. The Senate may only absolve the Whip with a two-thirds vote of Senators;

1.4. Should a Caucus Whip fail to lead the BOFR, the Whip shall be referred to the Rules Committee.

1.5. If the Rules Committee determines that the Whip has failed to uphold their role as co-committee head of the BOFR, the Rules Committee shall follow the same guidelines listed in 104.1.3.

1.6. Whips shall adhere to the same attendance guidelines as general senators, listed in Sec 101.

2. Senators shall be expected to report with the constituencies which they represent.

2.1. Legislation shall be written in good faith, in an attempt to uplift the right and freedoms of students, rather than abridge them.

3. Consequences for not fulfilling these duties shall be assessed by the Rules Committee.

Sec. 105. Expulsion

1. Articles of Impeachment shall be filed with the Chief Justice of the Judicial Board;
2. A Senator shall be expelled from the Senate in the same manner prescribed for all other cases of impeachment.

Sec. 106. Vacancies

1. Vacancies in the Senate shall occur if any of the following conditions apply:

1.1. A Senator submits a letter of resignation to the Speaker of the Senate;

1.2. A Senator is recalled by the constituency of which the Senator is a representative;

1.3. A Senator fails to fulfill the requirements for accreditation;

1.4. A Senator is expelled by the Senate;

2. Appointments to vacancies in the Senate shall be proposed in the following matter:

2.1. For student group seats, the Executive Body of the respective student group shall propose a replacement, subject to approval by the Parliamentary Body;

2.1.1. If a student group seat is vacant for more than two (2) or more weeks, as determined by the Parliamentarian, the student group seat may be filled by appointment by the SGAC following the declaration of vacancy to determine which student group shall fill the seat.

2.2. For undergraduate school seats, a snap election must be held in the respective school within two (2) weeks following the declaration of vacancy to elect a replacement to fill the vacant seat.

2.2.1. In the meantime, the Parliamentary Body may appoint an interim Senator to fill the vacancy until a new Senator has been elected.

Chapter 2. Senator Elections

Sec. 201. Undergraduate School Senators

1. The election of the Undergraduate School Senators shall be governed by the Undergraduate Schools Election Commission, and shall be completed prior to the first meeting of the Senate of Fall Quarter as determined by the Parliamentary Body;
2. For the 2024-2025 academic year, Senate seats shall be apportioned to the following Undergraduate Schools:
    2.1. The students of the Weinberg College of Arts and Sciences shall elect ten (10) Senators;
    2.2. The students of the Medill School of Journalism, Media, Integrated Marketing Marketing shall elect two (2) Senators;
    2.3. The students of the McCormick School of Engineering & Applied Science shall elect four (4) Senators;
    2.4. The students of the School of Education and Social Policy shall elect one (1) Senator;
    2.5. The students of the School of Communication shall elect two (2) Senators;
    2.6. The students of the Bienen School of Music shall elect one (1) Senator;
3. In the event that a school constituency receives less candidates than required to fill the seats, the parliamentary body has the ability to appoint a senator through ballot petition, in which a person must receive 35 signatures from their respective school, in order to be eligible for an appointment:
    3.1. Once the candidate has collected both the names and net ids for all 35. They may submit this to the parliamentary body for review. The Parliamentary body will then vote to finalize their selection, officially granting them the seat;
4. Apportionment for the Undergraduate School Caucus shall be decided prior to fall Senate elections by a committee consisting of the President, the Vice President, the Chief of Staff, the Speaker of the Senate, Deputy Speaker of the Senate, and the Parliamentarian;
    4.1. The apportionment shall be proportional to the student population of each of the Undergraduate schools, with each school receiving at least one senate seat, relative to the population of the student body as determined by the enrollment statistics provided by the Office of the Registrar.
    4.2. Seats shall be apportioned using the Huntington-Hill method.
        4.2.1. A Huntington-Hill method calculator is linked here: https://btror.github.io/apportionment.github.io/huntingtonhill.html.

Sec. 202. Student Group Senators

1. Student Group Senator seats, with the exception of the organizations listed in the sub-clause below, shall be appointed by the Student Group Apportionment Committee (SGAC):
    - 1.1.1. Alianza - The Latinx Student Alliance
    - 1.1.2. Asian Pacific American Coalition (APAC)
    - 1.1.3. For Members Only (FMO)
    - 1.1.4. Northwestern Hillel
    - 1.1.5. Muslim-cultural Students Association (McSA)
    - 1.1.6. Native American and Indigenous Student Alliance (NAISA)
    - 1.1.7. Northwestern Quest Scholars Network (Quest+)
    - 1.1.8. Rainbow Alliance
    - 1.2. These Senators must be presented to the Parliamentarian for accreditation annual, no later than the first session of Spring Quarter, in a manner prescribed by their respective Executive Bodies.
2. The SGAC will be chaired by the Chief of Staff, who shall not vote unless in the case of a tie;
3. The SGAC will also consist of the following voting members: Chair for SAFC, Student Group Liaison, Speaker of the Senate, Deputy Speaker of the Senate, and Parliamentarian;
4. The SGAC will convene during Winter Quarter and determine seat allocations as follows:
    - 4.1. The Chief of Staff will present the application timeline and process to Senate for approval, as a General Order subject to majority vote, no later than the fourth week of Winter Quarter;
    - 4.2. The Chief of Staff will create an application and make it available to every student group no later than the fifth week of Winter Quarter;
    - 4.3. The SGAC will make seat allocations prior to the last Senate of Winter Quarter.;
    - 4.4. Every Student Group seat shall be available for application every Winter Quarter
    - 4.5. The SGAC shall consider, but shall not be limited to, the following criteria in evaluating applications:
        - 4.5.1. Potential effectiveness of utilizing the seat, including a holistic review of Senator effectiveness;
        - 4.5.2. Recommendations or condemnations by Chair for SAFC with regard to responsibility and adherence to all duties and expectations as a recognized student group;
        - 4.5.3. Ability to share Senate seat with other ASG recognized groups who would like representation and represent similar interests;
    - 4.6. The SGAC must prioritize selecting student groups that serve marginalized students;
    - 4.7. Student Group Senators must abstain from votes pertaining to the funding of the Student Group or satellite groups that they represent;
    - 4.8. In the event that SGAC receives less club candidates than required to fill the 20 seats, SGAC has the ability to apportion a seat through application,

in which a club must apply directly to the SGAC. Once applied the SGAC will vote to confirm a club's appointment to the senate, majority rules:

4.8.1. The SGAC has the ability to initiate this process at any point in time, given they did not receive enough candidates for the initial yearly apportionment;

Sec. 203. Senate Delegates

1. Student Groups who don't hold an elected Senate position may elect to send a Delegate to Senate meetings;
    1.1. Delegates may participate in debate, write legislation, and carry out responsibilities of elected Senators with the following exceptions:
        1.1.1. Legislation written by Delegates requires the sponsorship of at least one (1) Senator;
        1.1.2. Delegates may not vote on legislation or funding allocations

Chapter 3. Officers of the Senate

Sec. 301. Speaker of the Senate

1. The Speaker of the Senate shall:
    1.1. Call and preside over all meetings of the Senate;
    1.2. Determine the agenda for all meetings of the Senate, and at which meeting a piece of legislation may come to the floor;
        1.2.1. All legislation shall come to the floor within two (2) weeks of its referral from the Rules Committee;
    1.3. Represent the interests of the Senate during Meetings of Government;
    1.4. Represent the interests of the Senate to the Executive Board, faculty, staff, administration, alumni, and community of Northwestern University;
    1.5. Be responsible for the enforcement of legislation by the Executive Board;
    1.6. Be responsible for recommending for censure any member of the Executive Board;
    1.7. Distribute a written list of all duties and responsibilities of Senators at the first meeting of the Senate of each academic quarter and make this list available to Senators upon request at any time, with assistance from the Chief of Staff;
    1.8. Compile decisions of precedent;
    1.9. Be sworn in by oath;
    1.10. Maintain the ASG Senator Listserv;
    1.11. Have the ability to introduce pieces of legislation that have been co-sponsored by three (3) Senators;
        1.11.1. The Deputy Speaker shall assume the role of Speaker for the period during which the legislation is being introduced and voted on;
    1.12. Have the ability to co-sponsor pieces of legislation;
    1.13. If desired, appoint a Deputy Speaker of the Senate to assist fellow Officers of the Senate;
        1.13.1. The Deputy Speaker shall:
            1.13.1.1. Be sworn in by oath;

1.13.1.2. Have the ability to introduce pieces of legislation that have been co-sponsored by three (3) Senators;
1.13.1.3. Strive to center legislation and initiatives of diversity, equity, inclusion, and transparency within the Senate.
1.13.1.4. Call and preside over meetings of the Senate in the absence of the Speaker of the Senate;
1.13.1.5. When relinquished, assume the position of Speaker of the Senate;
1.13.2. The Deputy Speaker shall not:
1.13.2.1. Vote on pieces of legislation;
1.13.2.2. Engage in debate, unless the Deputy Speaker relinquishes the chair for the entire period during which the motion being debated is on the floor.

2. The Speaker of the Senate shall not:
2.1. Vote on issues before the Senate;
2.2. Engage in debate, unless the Speaker of the Senate relinquishes the chair for the entire period during which the motion being debated is on the floor;
1.1.1. Should the Speaker relinquish the chair, the Parliamentarian will assume the role of Speaker for the period during which the motion is debated on the floor.

Sec. 302. Parliamentarian

1. The Parliamentarian shall:
1.1. Call the roll at the beginning and at the end of each meeting of the Senate for both Senators and Executive Board members;
1.2. Keep permanent attendance records;
1.3. Administer all roll call votes and all quorum calls;
1.4. Collect committee attendance records from each Standing Committee, when submitted;
1.5. Archive Senator attendance and voting records;
1.6. Call and preside over meetings of the Senate in the absence of the Speaker of the Senate and Deputy Speaker of the Senate;
1.7. When relinquished and in the absence of the Deputy Speaker of the Senate, assume the position of Speaker of the Senate;
1.8. Along with the Speaker of the Senate, count all votes by secret ballot, except where noted in II.ASGC.5.505;
1.9. Share record minutes in all meetings of Senate;
1.10. Serve as the Chief Historian of the Associated Student Government;
1.11. Update the Code and Constitution for grammatical, structural, and syntactic errors without need of Senate approval;
1.12. Call and chair the Rules Committee;
1.12.1. In the absence of the Parliamentarian, the Judicial *pro tempore* shall call and chair the Rules Committee;

1.12.1.1. The Judicial pro tempore shall be elected by a majority vote within the Rules Committee.

1.13. Be sworn in by oath;

1.14. Have the ability to introduce pieces of legislation that have been co-sponsored by three (3) Senators;

1.14.1. The Judicial Pro Tempore shall assume the role of Parliamentarian for the period during which the legislation is being introduced and voted on;

1.15. Have the ability to co-sponsor pieces of legislation;

2. The Parliamentarian shall not:

2.1. Vote on issues before the Senate;

2.2. Engage in debate, unless the Parliamentarian relinquishes the chair for the entire period during which the motion being debated is on the floor;

2.2.1. Should the Parliamentarian relinquish the chair, the Judicial Pro Tempore will assume the role of Parliamentarian for the period during which the motion is debated on the floor.

Chapter 4. Senate Procedure

Sec. 401. Sequence of Superiority

1. The Senate shall establish its Sequence of Superiority;

1.1. The Constitution, the Code, and all legislation, and Standing Orders of the Senate in that order, dictate the order of sovereignty

Sec. 402. Precedents

1. All determinations of Senate precedent shall be recorded in the Journal of the Senate and be made available, upon request.

Sec. 403. Parliamentary Body

1. The Parliamentary Body shall consist of the Speaker of the Senate, the Deputy Speaker of the Senate, the Parliamentarian, the Student Groups Caucus Whip, and the Undergraduate School Caucus Whip;
2. The Parliamentary Body shall resolve any and all disputes regarding Rules of Order, and precedent by majority vote. Any and all decisions of the Parliamentary body shall be overturned by a two-thirds (2/3) vote of the Senators. The motion to overturn such decisions shall not be debatable;

Sec. 404. Standards of Decorum and Ethics

1. The Senate may determine standards of decorum and ethics, and compel the adherence to such standards by its members.

Sec. 405. In-Senate Elections

1. Candidates shall be nominated from the floor of the Senate;
2. After the close of nominations, candidates shall give speeches of no more than five (5) minutes;

3. A question period following speeches shall ensue for a time equal to three (3) minutes times the number of candidates, capped at fifteen (15) minutes. The Speaker of the Senate shall determine the order in which the candidates respond to questions. The Senate may extend the question period;
4. Upon completion of the question period, the candidates shall leave the chamber of the Senate and debate shall ensue for a time equal to three (3) minutes times the number of candidates, capped at fifteen (15) minutes. The Senate may extend or reduce the debate period;
5. The debate period shall only be recorded by the Parliamentarian of the Associated Student Government;
6. After the close of debate, the Senate shall vote by secret ballot;
7. The Parliamentarian shall count ballots for the election;
8. Election results shall be announced by the Speaker of the Senate;
9. Election of Officers of the Senate:
    9.1. The elections shall be held during the first meeting of the Senate of Spring Quarter;
    9.2. Candidates for Speaker of the Senate shall be either Officers of the Senate or Senators who have served for at least three (3) consecutive quarters up to and including the first meeting of the Senate of Spring Quarter;
    9.3. Candidates for Parliamentarian shall be either Officers of the Senate or Senators who have served for at least two (2) consecutive quarters up to and including the first meeting of the Senate of Spring Quarter;
    9.4. Any Senator elected as Speaker of the Senate or Parliamentarian shall resign as a Senator immediately upon being sworn in by oath;
    9.5. Candidates elected to the position of Speaker of the Senate or Parliamentarian shall take over at the following meeting of the Senate;

Sec. 406. The Journal of the Senate

1. The Senate shall keep a written record of every meeting of the Senate;
2. The Journal shall record speeches made, motions, voting and elections results, and in the case of a roll call vote, include the names of the majority, minority, and abstentions in any vote;
3. The Parliamentarian may include other information that the Parliamentarian may deem necessary.

Sec. 407. The Oath of the Associated Student Government

1. Any officer who shall be sworn in by oath shall swear the following oath upon assuming any office in the Associated Student Government:
    1.1. I, [name of the officer] do solemnly swear that I will faithfully execute the office of the [the office], will preserve the Constitution of the Associated Student Government and, to the best of my abilities, serve the interests of the undergraduate students of Northwestern University.

Chapter 5. Senate Legislation

Sec. 501. Enacting Legislation

1. Enacting Legislation of the Associated Student Government shall be referred to as a Law of the Senate;
2. A Law of the Senate compels action on the part of the Associated Student Government, Officers of the Government, and Student Groups recognized by the Senate;
3. Enacting Legislation shall be written to include a title, a background section, a principle section, and an action section, and language to govern the length of its mandate and the enforcing officers and bodies;
4. The enacting clause of all Enacting Legislation shall be of the form, "Be it enacted by the Associated Student Government here assembled."
5. Any undergraduate student shall propose Enacting Legislation before the Senate with sponsorship by a Senator;
6. Enacting Legislation shall be passed by a majority vote of Senators;
7. Upon adoption, the Officers of the Senate will work with the authors to ensure the action will be implemented swiftly in the area of ASG to which it applies.

Sec. 502. Resolving Legislation

1. Resolving Legislation of the Associated Student Government shall be referred to as a Resolution of the Senate;
2. A Resolution of the Senate is a formal articulation of a position of the Senate;
3. The resolving clause of all Resolving Legislation shall be in the following form: "Be it resolved by the Associated Student Government here assembled.";
4. Resolving Legislation shall be written to include a title, whereas clauses, and resolving statements;
5. Any undergraduate student shall propose Resolving Legislation before the Senate with sponsorship by a senator;
6. Resolving Legislation shall be adopted by a majority vote of Senators;
7. Upon adoption, the authors shall be responsible for meeting with appropriate administration and presenting the legislation to determine the following course of action.
    7.1. Authors are responsible for ensuring the legislation is carried out, not the Officers of the Senate.
8. An Official Statement, or a "press release," is a special type of Resolving Legislation ordering a body to release a statement on a specific matter to available media channels, including social media, on behalf of the Senate or the Executive Board of the Associated Student Government.
    8.1. Official Statements, with their exact wording, must be passed by their respective bodies with a ⅔ majority of members.
    8.2. In the case of the Executive Board, formal Resolving Legislation ordering an Official Statement on behalf of the Executive Board need not be drafted or passed through the Senate. However, Official Statements on behalf of the Senate must be drafted as Resolving Legislation (and passed by a ⅔ majority of Senators).

8.3. Neither body may order the other to make an Official Statement.

Sec. 503. Financial Legislation

1. Financial Legislation shall be special Enacting Legislation that seeks funds from the SAF and/or the Operating Budget;
2. Financial Legislation shall be adopted by a majority vote of the Senate.

Sec. 504. Constitutional Amendment

1. A Constitutional Amendment shall be special Enacting Legislation that seeks to change the Constitution or Code of the Associated Student Government of Northwestern University;
2. Constitutional Amendments shall be ratified by a two-thirds (2/3) vote of the Senate.

Sec. 505. Legislative Order

1. A Legislative Order shall be a special motion of the Senate compelling action by any Officer(s) of the Associated Student Government;
2. Legislative Orders shall be carried by a majority vote of Senators.

Sec. 506. Proposal Procedure

1. Legislation shall be submitted to the Parliamentarian to be referred to the Rules Committee.
2. Legislation must follow submission deadlines outlined in sec 302.6.

Sec. 507. Legislative Procedure

1. Legislation shall be presented initially to the Senate as New Business, as follows:
    1.1. The author or sponsor of the legislation shall be allowed to give an authorship speech of at least (3) minutes;
        1.1.1. After 3 minutes the speaker may cut them off, however this decision may be overturned by a majority vote of the senate;
    1.2. The author shall then answer questions for no more than ten (10) minutes;
    1.3. All speeches and periods shall be extended by a majority vote of Senators;
2. Legislation shall then appear as Old Business at the following meeting of the Senate, as follows:
    2.1. The author or sponsor of the legislation shall give an authorship speech of no more than three (3) minutes;
    2.2. The author shall then answer questions for no more than ten (10) minutes;
    2.3. A debate period of no more than fifteen (15) minutes consisting of alternating speeches in favor and speeches against the legislation of no more than two (2) minutes shall ensue;
    2.4. Special rules of debate shall be as follows:
        2.4.1. Debaters shall speak no more than three (3) times on each side of an issue, and for a third time only if no one else wishes to speak;
            2.4.1.1. This limitation may be waived by the Speaker, and may be reinstated by a majority of the senate;
        2.4.2. The authorship speech shall constitute a speech in favor;

2.4.3. Equal numbers of speeches in favor and against shall be guaranteed if they can be found;
2.4.4. Amendments shall be made at any time and shall be allotted an additional debate period of no more than ten (10) minutes;
2.4.4.1. The period shall be extended by a majority vote of Senator;
2.4.4.2. Speeches during this period shall alternate between speeches in favor and against the proposed amendment and shall be no more than two (2) minutes each;
2.4.5. All speeches and periods shall be extended by a majority vote of Senators;
2.4.6. Following the debate period, the legislation shall come to a vote.
2.4.6.1. The Speaker of the Senate shall decide the voting method unless there is a motion from the floor;

3. New Business may be moved into Old Business with a two-thirds (2/3) vote of the Senate.
4. The Senate shall vote on resolutions or legislation by headcount vote unless a motion is made by a Senator to vote by secret ballot, roll call ballot, or acclamation. Approving this motion will require a simple majority vote by present senators;
   4.1. The Speaker of the Senate may grant an exception to this rule and declare that a vote will be taken by secret or roll call ballot.
   4.2. A two-thirds (2/3) vote of Senators will veto the Speaker's exception.
   4.3. Definitions
      4.3.1. Headcount vote: count number of hands raised/checks or x's
      4.3.2. Secret ballot: heads down, hands up in person; anonymous poll on Zoom
      4.3.3. Roll call: says name, write down their vote
      4.3.4. Acclamation: unanimous consent is assumed in the absence of objection
5. Upon passing with a simple majority, all legislation shall be added to a legislation database and available to the public;
   5.1. The Speaker may vote in the case of a tie.

Sec. 508. Referenda

1. The Associated Student Government may hold referenda to determine student opinion on matters of student concern;
2. Referenda results shall be binding as law for at least a period of two (2) years;
3. The Rules Committee shall determine if a referendum duplicates the mandate of any referenda held within the previous two (2) years;
4. Referenda shall be placed on the ballot by any of the following methods:
   4.1. A majority vote of the Senate at least one week prior to the referendum;
   4.2. A petition with the signatures of two-thirds (2/3) of the Senate;
   4.3. A petition with the signatures of two-hundred (200) undergraduate students;
5. Referenda may occur at any time during the academic year, but no more than twice (2) per academic quarter;
6. Final question wordings for referenda shall be proposed by the Rules Committee and confirmed by the Senate;

6.1. The Rules Committee may elect to solicit arguments for both sides of the referendum to appear on ballots next to referenda questions;
6.2. If a referendum is set to take place at the same time as an Undergraduate School Senator Election, USSEC may confirm its question wording in lieu of the Senate;

7. Referenda shall be passed with a majority vote of undergraduate students, given at least 300 undergraduate students vote.

Chapter 6. Meetings of the Senate

Sec. 601. Orders of the Day

1. Call to Order and Roll shall proceed as follows:
    1.1. The Speaker of the Senate shall call each meeting to order at the hour designated at the previous meeting;
    1.2. The Parliamentarian shall call the roll;
2. The Journal of the Senate shall:
    2.1. The Journal shall be made available to the members prior to the start of the meeting. Objections to the Journal shall be recorded by the Parliamentarian, and corrected if any factual error made;
    2.2. The Senate shall approve the Journal;
        2.2.1. The Journal shall be approved if no Senator voices an objection;
            2.2.1.1. In the case of an objection, a vote would be required. Without an objection, no vote is necessary;
3. Business of the Day shall proceed as follows:
    3.1. The Senate shall first proceed with all legislation designated as New Business followed by all legislation designated as Old Business;
4. Special Order shall proceed as follows:
    4.1. Special Order items shall be placed on the agenda only when necessary and before the Business of the Day;
    4.2. Special Orders may be designated by the Speaker of the Senate to commence at a specific time. The Senate shall proceed as specified, or when other business is being discussed as soon as it is convenient;
5. General Order shall proceed as follows:
    5.1. General Order items shall be placed on the agenda only when necessary;
    5.2. Items shall be designated as General Order if they are items internal to the Senate or prescribed by law or precedent;
6. Officer Reports shall proceed as follows:
    6.1. Members of the Executive Board of the Associated Student Government may report to the Senate each week on their activities in the capacities of their offices;
    6.2. Members of the Executive Board of the Associated Student Government may only report to the Senate upon prior written submission of the report to the Speaker of the Senate for inclusion in the official agenda, unless otherwise approved by the Speaker of the Senate;
    6.3. Speaking order shall be determined by the Speaker of the Senate;

7. Good of the Order and Announcements shall proceed as follows:
    7.1. Any member of the Northwestern University community may present matters of interest to the Senate at this time;
    7.2. Good of the Order shall not exceed ten (10) minutes in length;
        7.2.1. The period may be extended by a majority vote of Senators;
8. Call of Roll and Adjournment shall proceed as follows:
    8.1. The Parliamentarian shall call the roll;
    8.2. The Speaker of the Senate shall declare the Senate to be adjourned until the next meeting of the body.

Sec. 602. Length of Meetings of the Senate

1. Meetings of the Senate, with the exception of Funding meetings, shall be no more than two (2) hours long. Meetings shall be extended by majority vote of Senators;
2. In the event that a meeting extends past 1.5 hours, a break of 15 minutes shall be given to Senators;
    2.1. This break can be waived with a majority vote of Senators.

Sec. 603. Emergency Legislation

1. The Senate shall declare legislation emergency with a two-thirds (2/3) vote of the Senators, except as otherwise specified in the Associated Student Government Code by the Senate;
2. Any motion to make legislation emergency shall be debatable;
3. Emergency Legislation shall be placed on the agenda as such for the current meeting of the Senate, unless otherwise specified in the ASG Code.
    3.1. Emergency Legislation shall be voted on at the same meeting it was introduced unless other provisions shall be made by the Senate;

Sec. 604. Types of Fora

1. In public fora, meetings are open to all undergraduate students, staff, or faculty of Northwestern University, and all proceedings of the Senate may be recorded.
    a. Recording is defined as taking notes, audio recordings, photography, and filming.
    b. By default, all meetings of the Senate shall be public fora.
    c. All meetings of the Senate must begin and end as public fora.
2. In private fora, any student, staff, or faculty of Northwestern University may attend the meeting, but recording is prohibited.
3. In closed fora, only members of the Associated Student Government may be present in the meeting, and recording is prohibited.
    a. Members are defined as all Senators, Officers, and Advisers of the Associated Student Government.
    b. Exceptions allowing non-members to attend closed fora may be made on a meeting-by-meeting basis by the Parliamentary Body.
4. Violations to the recording policy may be reported to and assessed by the Rules Committee.

5. Voting may only be done in either public or private fora, with the exception of votes seeking to change the type of forum, which requires a ⅔ supermajority. This is the only type of voting allowed in closed fora.

Chapter 7. Funding Senate

Sec. 701. Preparation

1. Senators must undergo financial competency training prior to making Funding Senate allocations;
    1.1. Senate Leadership shall work with the Chair of SAFC and EOJI to organize said training opportunity.
2. Prior to Funding Senate, student groups are afforded the chance to consult their application with a member of BOFR.

Sec. 702. Logistics

1. In collaboration with SAFC, the Senate shall hold at least one Senate meeting a quarter dedicated to student group funding allocations.
2. The procedure for Funding Senate shall proceed as follows:
    2.1. Beginning with an add period, senators will vote on each line item requests, completing all of one group's requests before proceeding to the next;
        2.1.1. The order of will be determined in a randomized order.
        2.1.2. Funding requests shall be passed with a simple majority of Senators' approval.
    2.2. Followed by a cut period, Senators will make any funding cuts to their previous allocations.
        2.2.1. Cuts shall be passed with a simple majority.
        2.2.2. Senators must have a 10 minute deliberation period prior to the initial cut period.
    2.3. Finally, an additional add period will ensue, resembling the initial add period.
        2.3.1. This period will take place in reverse order, with the groups originally at the end now at the beginning.
3. Senators are not required to spend the entirety of the funding pool for the quarter;
    3.1. Any remaining funding shall roll over to the next quarter until the end of spring;
    3.2. The Senate may spend in a deficit, but any deficits must be resolved prior to the culmination of the Funding Senate;
4. Senators must refrain from voting in allocation decisions for groups they hold executive positions in;
    4.1. If it is found that a Senator disobeys this rule, the Senator is subject to punishment at the Rules Committee's discretion.

Sec. 703. New Student Organization Support Fund

1. The SAFC shall work with Senate to provide a pool of funding for new student groups, known as the New Student Organization Support Fund (NSOSF);
    1.1. Student groups younger than two years qualify for the fund.

2. NSOSF allocations are decided at Funding Senate by Senate alone;
    2.1. Money from the NSOSF lacks any restrictions that SAFC funding may have, but still may not be used to fund philanthropic activity.

Title III. The Executive Branch

Chapter 1. Executive Office

Sec. 101. The President

1. The President shall:
    1.1. Appoint members of the Cabinet as prescribed in III.ASGC.2.202;
    1.2. Create new Executive Board positions for a period of one term;
        1.2.1. In order for future administrations to continue said position, it must be proposed to the Senate in the form of enacting legislation;
            1.2.1.1. This legislation must be passed before the date of the next presidential election.
            1.2.1.2. If passed, said position will be codified for future administrations.
    1.3. Appoint student members of Undergraduate Hearings and Appeals System, Sexual Abuse Hearings, and Appeals System and the Conciliation Board;
    1.4. Call and chair Meetings of the Government and Meetings of the Executive Board;
    1.5. Call and chair meetings of the Early Leadership Initiative, which may also serve as the staff of the Executive Office;
    1.6. Be responsible for the effective and efficient leadership and coordination of ASG;
    1.7. Serve as the Chief Ambassador of the undergraduate student body;
    1.8. Provide weekly updates to the Senate in Executive Board Reports;
    1.9. Set the strategy and vision for the Government;
    1.10. Assume the responsibilities of the Student Group Liaison and Chair for SAFC in the event of a vacancy until the Senate confirms a replacement;
        1.10.1. In the event of a vacancy in the position of the Chair for SAFC, the senior-most member of the committee shall assume sole audit responsibilities of ASG.

Sec. 102. The Vice President

1. The Vice President shall:
    1.1. Assist the President in all administrative meetings and relationships with the student body;
    1.2. Assume the roles and responsibilities of the President in the event that the President is unable to do so;
    1.3. Meet with members of the Cabinet to ensure that their areas of special responsibility are met, ascertain issues and projects that can be pursued together, and brainstorm new projects;
    1.4. Assist the President in the management of the Associated Student Government and the accomplishment of the presidential agenda;

1.5. Help the President supervise the Cabinet, ensuring that their areas of special responsibilities are met;
1.6. Provide weekly updates to the Senate in Executive Board Reports;
1.7. In the event of a vacancy in the Cabinet, assume the responsibilities of the vacant position until the Senate confirms a replacement.

Sec. 103. The Co-Presidents

1. The Presidential ticket elected in the Winter Presidential election may choose to govern as Co-Presidents, assuming and dividing the responsibilities of a President and Vice President, mentioned above in III.ASGC.1.101 and III.ASGC.1.102.

Sec. 104. The Executive Officer of Justice and Inclusion

1. The Executive Officer of Justice and Inclusion shall:
    1.1. Serve as the chief officer responsible for improving justice and inclusion policies, practices, curriculum, and engagement at Northwestern University;
    1.2. Provide weekly updates to the Senate in Executive Board Reports;
    1.3. Organize Eva Jefferson Day (January 16) activities;
    1.4. Serve as the ASG representative on the Martin Luther King, Jr. Day planning committee;
    1.5. When possible, provide ASG representation for campus structures related to justice and inclusion including but not limited to: the Coalition of Colors, the Campus Inclusion and Community Office's Inclusion Task Force, and the University Diversity Council;
    1.6. Chair meetings of the Committee Representatives for Justice and Inclusion on a regular basis;
    1.7. Consult with the Cabinet and Government on matters of Justice and Inclusion;
        1.7.1. Release recommendations annually on how ASG can advance the causes of Justice and Inclusion;

Sec. 105. The Chief of Staff

1. Candidates for Chief of Staff shall apply as follows:
    1.1. Applications shall be made available by the selection committee to the undergraduate student body of Northwestern University no later than the seventh week of Winter Quarter;
    1.2. The availability of the applications shall be well-publicized in campus media and through electronic communication;
    1.3. Applications shall be due no later than two weeks after they become available..
    1.4. The selection committee shall select a nominee after reviewing the applications and interviewing the candidates;
    1.5. The chair of the selection committee shall be responsible for this process and for presenting a nominee to the Senate no later than the first meeting of the Senate of Spring Quarter;

1.6. The nominee shall be confirmed by a majority vote of Senators;
1.7. In the case of a vacancy in the position, the selection committee shall convene to determine an application process after the vacancy is reported by the Vice President to the Senate, and the application process for the vacancy must be approved by a majority of the Senate prior to execution, along with any necessary amendments to the selection committee;
1.8. If a nominee is not confirmed by the Senate, the position shall be treated as a vacancy.

2. The Chief of Staff shall:
2.1. Coordinate all aspects of recruitment for the organization throughout the year, including the creation of application materials, and the management of all incoming applications. In addition, the Chief of Staff shall work with the Chair for Marketing to create events and presentations to publicize recruitment;
2.2. Chair all selection committees as a non-voting member except where otherwise noted, excluding the Campus-Wide Election Commission;
2.3. Work closely with the Deans' offices and Student Advisory Board of each Undergraduate School to coordinate Undergraduate School Senator elections at the beginning of fall quarter;
2.4. Chair the Student Group Apportionment Committee as a non-voting member;
2.5. Create and organize training sessions and materials to transition all people entering their positions by collaborating with outgoing position-holders;
2.6. Manage retention of all members within the organization. The Chief of Staff shall also take regular measurements of member retention and manage the creation and dissemination of exit surveys when members leave the organization;
2.7. Manage strategies of evaluation of the organization, including the creation of assessments for all ASG committees, Senators, and executive board members and the presentation of this information back into the organization in actionable ways.
2.7.1. The Chief of Staff shall also host ideation sessions with individuals both within and outside the organization to determine ways to improve;
2.8. Work with all executive board positions to create transition materials for future position holders and manage updating the information within these materials.
2.9. Take minutes at and document meetings of the executive board and cabinet;
2.10. Manage and update the ASG Handbook with assistance from the Chair for Marketing;
2.11. Organize ASG-wide events for the purpose of establishing organizational unity;
2.12. Coordinate recruitment for positions immediately following vacancies, including Senate vacancies;
2.13. Manage ASG's internal roster and roster on Wildcat Connection;
2.14. Manage ASG's listservs, including the all-ASG listserv;
2.15. With the assistance of the Vice President and Parliamentarian, maintain a calendar listing times of meetings for standing committees and other ASG events.
2.16. Serve as the office manager;
2.17. Administer the Operating Budget;

2.17.1. Present the Associated Student Government account to the SAFC for audit;
2.17.2. Upon written request, provide all Associated Student Government accounts to any undergraduate student of Northwestern University;
2.17.3. Resign from the ASFC;
2.17.4. Be trained by the Student Organization Finance Office (SOFO) and serve as President of ASG's SOFO account;
2.17.5. Present a quarterly report to Senate updating the student body and Senators on all ASG expenditures to date since the last presentation;

Chapter 2. Executive Board and Cabinet

Sec. 201. Executive Board

1. The Executive Office, Student Group Liaison and Chair for SAFC, Cabinet, Speaker of the Senate, Deputy Speaker of the Senate, and Parliamentarian comprise the Executive Board;
2. The Executive Board may convene separately from the Government, but meetings of the Executive Board are not required to meet the requirements for Meetings of Government as specified in VI.ASGC.2.201 and VI.ASGC.1.101.3.;
3. No member of the Executive Board may be barred from meetings of the Executive Board, and all members of the Executive Board must be informed of meetings of the Executive Board.

Sec. 202. Cabinet

1. Any full-time or part-time undergraduate student of Northwestern University shall be eligible to serve as a Member of the Cabinet;
2. The Chairs for Academics, Health and Wellness, Marketing, Analytics, Sustainability, Policy Research, and Campus Life, shall comprise the Cabinet, which is convened and chaired by the Vice President;
3. Members of Cabinet shall be selected as follows:
    3.1. The selection committee shall be comprised of the President, the Vice President, the Chief of Staff, the Speaker of the Senate, two undergraduate students elected by the Senate, two members of the Executive Office of Justice & Inclusion selected by the Chief of Staff, one member from the committee each candidate is applying for selected by the Chief of Staff (such that a member of Academics will vote when the Academics Chair is being selected, a member from Campus Life will vote when the Campus Life Chair is selected, etc.), and the outgoing Member of the Cabinet holding the position being selected;
        3.1.1. The following three committee members shall be selected as follows:
            3.1.1.1. The Chairs and the EOJI will provide names of interested committee members to the Chief of Staff;
            3.1.1.2. The Chief of Staff will select the candidates by interview;
            3.1.1.3. The Chief of Staff will present the candidates to the Senate for a majority approval.

3.1.2. The candidates may not have been a part of any presidential campaign.

3.2. The Selection Committee shall be chaired by the outgoing Chief of Staff;

3.3. The outgoing Chief of Staff and the outgoing Member of the Cabinet shall not vote, but may provide input and insight into the requirements of the position and qualifications of the applicants;

3.4. Candidates for the Cabinet shall not serve on the selection committee. If the outgoing Member of the Cabinet is a candidate for re-election, the most senior member of the respective committee shall sit on the selection committee. Seniority shall be defined by the number of academic quarters served on the committee under the Member of the Cabinet;

3.4.1. If multiple members have equal seniority, the Chief of Staff will send out an application to the senior-most members and determine who will serve on the Cabinet Selection Committee;

3.5. Support from the majority of the Cabinet Selection Committee shall be required for nomination of a candidate;

3.6. A quorum is required for the Cabinet Selection Committee to convene, which includes but is not limited to interviews and debate.

Chapter 3. Executive Officers

301. Chair for Student Activities Finances (SAF)

1. The Chair of SAF shall:

1.1. Administer the Student Activities Fee to all student groups funded by ASG, and manage the SAFC Account

1.2. The Chair of SAFC shall construct the “Officer Funding Training” presentation for all Student Organization leaders;

1.2.1. The Chair of SAF will assign this training to the Account Directors to present;

1.3. Upon written request, provide a record of the SAF account to any undergraduate student of Northwestern University;

1.4. Appoint new members to the SAFC with approval of the Senate;

1.5. Call and chair meetings of the SAFC, voting only in the case of a tie;

1.6. Aid the Chair for Marketing by dedicating at least one (1) hour of public relations work or labor for the SAFC per quarter;

1.7. Serve as ex-officio, non-voting member of the Student Activities Resources Committee;

1.8. Jointly serve as the chief liaison between ASG and all student groups, alongside the Student Group Liaison;

1.9. Serve as the ASG quarterly auditor or appoint an Account Executive with this responsibility;

1.10. Calculate the per-tier percentage increases annually with the information from the previous year’s funding cycle to guarantee that the SAF is not exhausted;

Sec. 302. Chair for Student Activities Finance Committee (SAFC)

1. Selection Process:
    1.1. The Chair for Student Activities Finance Committee shall be chosen by a selection committee composed of the President, the Vice President, the Chief of Staff, the Speaker of the Senate, the outgoing Chair of SAF, the outgoing Student Group Liaison, the two senior-most members of SAFC, and an undergraduate student selected by Senate;
        1.1.1. Candidates for Chair of SAFC shall not serve on the selection committee, and shall be replaced on the selection committee by the senior-most member of their committee not already serving on the selection committee;
            1.1.1.1. If the selection committee member needing to be replaced does not have a committee, a member of the Senate shall be selected in their stead;
    1.2. The selection committee shall be chaired by the Chief of Staff, who shall vote only in case of a tie;
    1.3. Candidates for Chair of SAFC shall apply as follows:
        1.3.1. Applications shall be made available by the selection committee to the undergraduate student body of Northwestern University no later than the seventh week of Winter Quarter;
        1.3.2. The availability of the applications shall be well-publicized in campus media and through electronic communication;
        1.3.3. Applications shall be due no later than the eighth week of Winter Quarter;
        1.3.4. The selection committee shall select a nominee after reviewing the applications and interviewing the candidates;
        1.3.5. The chair of the selection committee shall be responsible for this process and for presenting a nominee to the Senate before the last meeting of the Senate of Winter Quarter;
        1.3.6. The nominee shall be confirmed by a two-thirds vote of Senators;
        1.3.7. In the case of a vacancy in the position, the selection committee shall convene to determine an application process after the vacancy is reported by the President to the Senate, and the application process for the vacancy must be approved by a majority of Senate prior to execution, along with any necessary amendments to the selection committee;
        1.3.8. If a nominee is not confirmed by Senate, the position shall be treated as a vacancy;
2. The Chair of SAFC (Student Activities Finance Committee) shall:
    2.1. Oversee and manage the four Account Directors
    2.2. Jointly chair the Innovation Fund allocation process with the Student Group Liaison and the Chair for SAF;
    2.3. Investigate alleged violations by student organizations and, if necessary, initiate any financial misconduct hearings;

2.4. Take minutes or appoint an Account Executive to take all minutes at all meetings of the SAFC;
2.5. Report changes in Student Group recognition to the Senate;

Sec. 303. Chair for Academics

1. The Chair for Academics shall:
    1.1. Serve as the chief lobbyist for improving the quality of academic life at Northwestern University;
    1.2. Call and chair meetings of the Academic Committee, voting only in the case of a tie.
    1.3. Oversee efforts to engage with and recognize members of faculty and administration, including the administration of the Student Faculty Interaction Grants and the Faculty and Administrator Honor Roll;
    1.4. Chair and convene meetings of the University Student Advisory Board comprised of representatives from each of the academic student advisory groups of the Weinberg College of Arts and Sciences, the McCormick School of Engineering and Applied Sciences, the Medill School of Journalism, Media and Marketing Marketing, the School of Education and Social Policy, the Bienen School of Music, and the School of Communication as the University Student Advisory Board sees fit;
    1.5. Be charged with supporting initiatives in collaboration with the University Wide Student Advisory Board tasked with providing advice on topics that are relevant to students across multiple schools;
    1.6. Provide weekly updates to the Senate in Executive Board Reports;

Sec. 304. Chair for Health and Wellness

1. The Chair for Health and Wellness shall:
    1.1. Serve as the chief lobbyist for improving the quality of undergraduate mental and physical health at Northwestern University;
    1.2. Call and chair meetings of the Health and Wellness Committee, voting only in the case of a tie;
    1.3. Meet regularly with the Chair for Campus Life to ensure coordination between their committees;
    1.4. Provide weekly updates to the Senate in Executive Board Reports;

Sec. 305. Chair for Marketing

1. The Chair for Marketing shall:
    1.1. Manage access and usage of all public ASG listservs;
    1.2. Be responsible for all press releases, including at least one weekly press release, to be completed, approved, and released to the general public and media within twenty-four (24) hours of the most recent session of Senate;
        1.2.1. The press release must be approved prior to release by the Executive Office, as well as the Speaker or their designated representative;

1.3. Call and chair meetings of the Marketing Committee, voting only in the case of a tie;
1.4. Hold ultimate accountability for the operations, strategy implementation and human resources of any technology under their management;
1.5. Provide updates on the management, stability, and growth of ASG Technology at each meeting of the Senate;
1.6. Consider potential technologies and determine how to initiate them to best serve the student body, including allowing groups outside of the ASG to assume management of said technologies.
1.7. Provide weekly updates to the Senate in Executive Board Reports;

Sec 306. Student Group Liaison

1.1. The election of the Student Group Liaison shall be as follows:
1.1.1. Applications shall be made available by the Chief of Staff to the undergraduate student body of Northwestern University at the same time they are made available for all other Chairs and follow the same timeline as all other Chairs.
1.1.2. The availability of the applications shall be well-publicized in campus media and through electronic communication;

2. The Student Group Liaison shall:
2.1. Serve as the chief officer responsible for advocating for and developing resources, services, and policies to strengthen all student groups recognized by ASG and Northwestern University;
2.2. Upon assuming office, abandon any executive position of all Campus Life recognized student groups they are involved in;
2.3. Attend meetings of the SAFC as an ex-officio, non-voting observer, at the invitation of the Chair for SAFC;
2.4. Engage with student groups and communities regularly, and seek to incorporate their feedback;
2.5. Call and chair meetings of the Student Activities Resources Committee, voting only in the case of a tie;
2.6. In partnership with the Student Organizations & Activities office, review new student group applications and decide on additions quarterly;
2.7. Maintain a master list of ASG recognized organizations and their contacts;
2.8. Provide weekly updates to the Senate in Executive Board Reports;

Sec. 307. Chair for Sustainability

1. The Chair for Sustainability shall:
1.1. Serve as the chief officer responsible for improving sustainability policies, practices, curriculum, and engagement at Northwestern University;

1.2. Call and chair meetings of the Sustainability Committee, voting only in the case of a tie;
1.3. Serve as the ASG representative on the Northwestern Sustainability Fund Grant Committee, and assist with efforts related to the Fund's long-term strategic purpose, development, and sustainability, through engagement with University officers involved in the budget process and with student organizations;
1.4. Engage with sustainability-focused undergraduate student organizations;
1.5. Serve as the chief liaison to the Office of Sustainability;
1.6. Serve as the undergraduate liaison to the Northwestern Energy and Sustainability Consortium;
1.7. Engage with sustainability and environment-focused academic departments and research organizations on campus;
1.8. Serve as the chief ambassador to the Northwestern University Sustainability Council;
1.9. Provide weekly updates to the Senate in Executive Board Reports;

Sec. 308. Chair for Analytics

1. The Chair for Analytics shall:
    1.1. Serve as the chief assessment officer for the Associated Student Government;
    1.2. Call and chair meetings of the Analytics Committee, voting only in case of a tie;
    1.3. Initiate, develop, and deploy all surveys and assessments for the benefit of improving the undergraduate student experience;
    1.4. Lead the Analytics committee in the analysis and communication of assessments results and recommendations;
    1.5. In coordination with the Executive Office, oversee the creation of ASG's budget proposal to the Office of Budget and Planning;
    1.6. Provide weekly updates to the Senate in Executive Board Reports;

Sec. 309. Chair for Campus Life

1. The Chair for Campus Life shall:
    1.1. Serve as the chief lobbyist for improving the quality of student housing, dining, and physical facilities at Northwestern University;
    1.2. Call and chair meetings of the Campus Life Committee, voting only in the case of a tie;
    1.3. Meet regularly with the Chair for Health and Wellness to ensure coordination between their committees;
    1.4. Provide weekly updates to the Senate in Executive Board Reports;

Chapter 4. Commissioned Officers

Sec. 401. Appointment

1. In order to better fulfill their duties, Executive Officers may appoint undergraduate students of Northwestern University to serve as the staff of their respective Offices (Deputy roles);

1.1. Deputies are not considered part of the Executive Board, and therefore may serve as Senators

2. The President may appoint staff to the Executive Board with the concurrence of two-thirds (2/3) of the Senators;
3. Terms of Commissioned Officers expire with the term of the appointing Executive Officer, and may be renewed without Senate confirmation for an extension of no more than one (1) full academic year, but are without term limits.

Sec. 402. Vacancy and Removal

1. Vacancies shall be filled in the same manner as appointment;
2. Commissioned Officers may be removed from office at the discretion of the appointing Executive Officer or by impeachment.

Chapter 5. Members Emeritus

Sec. 501. Appointment and Duties

1. Current holders of an Executive office shall have the authority to extend an invitation to former holders of their office to become a Member Emeritus of the Executive;
   1.1. Should the position a former member of the Executive held no longer exist, the Rules Committee shall determine who has the authority to extend an invitation for Emeritus status;
2. Members Emeritus shall be approved by a 2/3rds majority of the Senate as a matter of General Order;
3. Members Emeritus shall be required to disclose if they currently are or plan to be a member of an election campaign;
4. Members Emeritus shall have no responsibilities or rights to the Executive save that of advising, and shall not be expected to attend any meetings or perform any other work;
5. The Member Emeritus shall have access to any materials deemed necessary for advisory duties by the current holder of their former office, but shall not have any further access.

Sec. 502. Removal

1. The Member Emeritus shall be subject to removal from their position at any time by a 2/3rds majority of the Senate or by recension of their invitation by the current holder of their former position;
2. When the current member of the Executive vacates their position, either by removal, resignation, or the conclusion of their term, the Member Emeritus position shall be voided as well.

Sec. 503. Term Limits

1. Members Emeritus shall not serve for a term longer than a single quarter;
   1.1 The Rules Committee shall have the authority to waive this term limit, after consulting with concerned parties.

Title IV. The Judicial Branch

Chapter 1. Election & Membership

Sec. 101. Election Procedure

1. Members shall be elected to the Associated Student Government Rules Committee according to the manner prescribed for in-Senate elections (II.ASGC.5.505.)

Sec. 102. Ex-officio members

1. The ASG faculty and staff advisors shall serve as the Judicial Board advisors.

Chapter 2. Chief Justice

Sec. 201. Selection

1. The Chief Justice of the Judicial Board is the Parliamentarian.

Sec. 202. Responsibilities

1. The Chief Justice shall:
    1.1. Chair all meetings, and preside over all hearings and trials of the Judicial Board;
    1.2. Determine which Justice shall write majority and minority opinions on all matters brought before the Judicial Board;
    1.3. Present all opinions of the Board to Senate;
    1.4. Archive and make public all petitions for hearings;
    1.5. Submit a written summary of all Impeachment cases heard by the Judicial Board as a special hearings board to the ASG Faculty and Staff Advisors;
    1.6. Complete all other necessary administrative tasks;
    1.7. Make audio recordings of all hearings of Impeachment.

Sec. 203. Judicial Pro Tempore

1. The Judicial Pro Tempore shall be chosen via an internal election of the Rules Committee.
    a. The Judicial Pro Tempore may not be the Parliamentarian.
2. In the case in which the Chief Justice is unable to fulfill the responsibilities of IV.ASGC.2.201., or is in the process of being impeached, the Judicial Pro Tempore shall serve as the Chief Justice.

Chapter 3. Procedural Rules

Sec. 301. Meetings

1. All meetings of the Judicial Board shall be chaired by the Chief Justice.

Sec. 302. Constitutional Evaluation

1. A Constitutional Evaluation shall be initiated when legislation is sent to the Chief Justice with the intent to be submitted to the Senate;
2. All legislation must be submitted to the Rules Committee by the Chief Justice for constitutional evaluation;

3. The Judicial Board shall approve or deny any and all legislation proposed to Senate based upon interpretation and precedent;
4. Proposed legislation shall be approved for Senate deliberation if a simple majority of the Rules Committee deems the proposed legislation constitutional;
5. All findings of the Judicial Board shall be based on the Constitution of the Associated Student Government, and the Associated Student Government Code and legislation, in that order;
6. All legislation submitted to the Parliamentarian for judicial review must be submitted 48 hours before all-senate meetings, unless otherwise granted by the Parliamentarian;
7. Judgements of the Judicial Board shall be rendered no later than the planned start of the Senate gathering.

Sec. 303. Hearings

1. A hearing shall be initiated when a petition is filed by any undergraduate student of Northwestern University;
2. All petitions for cases to be heard by the Judicial Board as a special hearing board shall be filed with the ASG Faculty and Staff Advisors;
    2.1. All other petitions shall be filed with the Chief Justice;
3. The Chief Justice shall convene the Judicial Board no later than forty-eight hours after the receipt of a petition. The Judicial Board shall grant a hearing upon the concurrence of three or more Justices;
4. Should a hearing be granted, the hearing shall be conducted within seven (7) days;
5. The Chief Justice shall notify in writing the Senate, the petitioner, and the respondent whether the petition is accepted or rejected;
    5.1. Should a petition be accepted, the Chief Justice shall notify the same parties of the date of the hearing in writing and make the petition public;
6. A hearing shall consist of no more than sixty (60) minute presentations by the petitioner and respondent. This time period shall be extended with the consent of both parties or a majority vote of the Judicial Board;
7. Any student(s) may file an amicus brief for either the petitioner or respondent with the consent of the appropriate party. An amicus brief shall be considered part of the presentation;
8. Judgments shall be rendered by a majority vote of the Judicial Board. The Chief Justice shall record the vote of each Justice and such voting records shall be made public;
9. Majority opinions shall be approved by a majority of the Judicial Board and all opinions shall be made public;
10. All findings shall be based on the Northwestern University Student Handbook, the Constitution of Associated Student Government, and the Associated Student Government Code and legislation, and Senate rules of order and precedent, in that order;
11. Judgments shall be rendered no later than fourteen (14) days after the hearing.

Sec. 304. Impeachment Hearings

1. Impeachment proceedings shall be initiated when articles of impeachment are presented to the Chief Justice by any undergraduate student of Northwestern University, in a format prescribed by the Judicial Board and made public on the ASG website;
    1.1. If the Chief Justice is the subject of the articles of impeachment, the articles shall be submitted to the Judicial Pro Tempore.
    1.2. The Judicial Board has no authority to adjudicate charges related to discrimination and or civil rights, without permission from OCR;
        1.2.1. Any articles that reference such charges must be approved by OCR prior to being submitted to the Chief Justice;
2. If a Justice is the accused, the Justice shall be recused for the remainder of the impeachment proceedings;
3. The Judicial Board shall conduct impeachment hearings no later than seven (7) days after receiving articles of impeachment;
4. The Judicial Board shall determine whether the allegations in the articles of impeachment are true and satisfy the standard of Article II, Section V of the Constitution. If necessary, the Judicial Board shall recommend punishments, including, but not limited to, probation, removal from office, resignation, and censure.
5. The Judicial Board shall render a decision within thirty (30) days. This time period may be extended by a majority vote of the Senate at the request of the Chief Justice;
6. Should consideration of the articles be recommended by a majority less one of the Judicial Board, the Parliamentarian shall present the articles of impeachment and the recommended punishment to the Speaker of the Senate;
    6.1. The Senate shall try the impeached party according to the manner prescribed by Senate (IV.ASGC.5.504) for holding impeachment trials;
    6.2. If convicted by a two-third (2/3) vote of the Senators, the impeached party shall be punished according to the recommendation of the Judicial Board;
7. All impeachment proceedings shall be closed to the public at the request of either party;
8. All cases not explicitly seeking impeachment shall be tried according to the manner prescribed for Hearings of the Judicial Board (IV.ASGC.5.502). In such cases, the Judicial Board shall have the power to consider the petition as an article of impeachment and act accordingly.

Chapter 4. Courts Inferior to the Judicial Board

Sec. 401. Selection

1. The Senate may establish courts inferior to the Judicial Board;
2. Election of undergraduate students to courts shall be done in concurrence with the manner prescribed for in-Senate elections (II.ASGC.5.505);
3. The Senate shall determine the chair of courts.

Sec. 402. Powers

1. The Senate shall charge courts with whatever judicial jurisdiction the Senate deems necessary and proper;
2. No court inferior to the Judicial Board shall duplicate the jurisdiction of another court inferior to the Judicial Board;
3. The Judicial Board shall be the highest court of the Associated Student Government.

Sec. 403. Meetings & Hearings

1. Meetings and hearings of courts inferior to the Judicial Board shall be held in the same manner as prescribed to meetings and hearings of the Judicial Board (IV.ASGC.5);
2. Agreeing to participate in the ASG judiciary system is also an agreement to accept its dispute resolution system as a final arbiter, and not subject to appeal to other university processes.

Chapter 5. Senate Judiciary Hearing Procedure

Sec. 501. Procedure

1. The Chief Justice or, in their absence, members of the Judicial Board will be given at least five (5) minutes to explain their opinion on impeachment proceedings and the punishment they recommend;
2. Senate will be given a minimum of ten (10) minutes to ask questions of the Chief Justice and/or all Justices on the factual evidence.
    1. No questions will be in order except within this question period and the question period in section 2.
3. Each party to the case will give a speech of no more than seven (7) minutes explaining their position on the case;
    1. The plaintiff (accusing party) will speak first, followed by the defendant (accused party).
4. Senate will be given a minimum of ten (10) minutes to ask questions of either party regarding their position on the case.
    1. The Speaker of the Senate reserves the right to disqualify a question at any time on the basis of inappropriateness, ad hominem, leading questions, etc.
5. All parties will be removed from the chamber upon the end of question period until the debate period is completed.
6. There will be a ten (10) minute period for non-Senators to speak on the issue.
    1. Every speaker will be limited to a one (1) minute speech.
7. Debate will follow normal debate procedure as outlined in II.ASGC.6.601.2.4 with the following changes:
    1. Only Senators will be allowed to engage in debate.
    2. Pursuant to IV.ASGC.4.403.7.1, no amendments will be in order.
8. Once debate period is concluded, Senators will cast their vote by a means determined by the Speaker.
    1. The Speaker will count the votes in the place of the Parliamentarian and announce the decision.

Title V: Committees & Commissions

Chapter 1. Membership and Selection

Sec. 101. Voting and Membership

1. Only Senators and non-Senators, appointed or elected to Committees, shall serve as voting members of that Committee;
2. Voting members shall have one (1) vote in the Committee;
3. Standing Committee membership shall be determined by the respective committee heads, excluding the membership of the Student Groups Committee, Student Activities Finance Committee, and the Rules Committee.

Chapter 2. Standing Committees

Sec 201. General Provisions

1. Each Committee shall meet at least once per quarter, the first meeting being no later than the second Senate meeting of the Fall Quarter, unless there is a vacancy in the position of the chair;
2. Each Committee may submit minutes, which shall be posted on the ASG website after every meeting held in a given quarter. Minutes shall include all discourse throughout the meeting including attendance, excepting any explicitly confidential information. If there is a case where committees do not meet for a period of seven (7) days after the prior meeting, the chair of the committee shall submit an update on the happenings of their committee;
3. Each Committee may determine the rules of its own procedure, in accordance with the ASGC;
4. All expenditures shall be approved by the Executive Office.

Sec. 202. Student Activities Finances Committee:

5. The structure of the Finances Committee shall be as follows:
    - 5.1. The Chair for Student Activities Finance Committee will preside over the committee, and 5 Account Directors will serve directly under the Chair SAFC
    - 5.2. There shall be six tiers into which funding requests - be they events, capital improvements, or administrative costs - shall fall:
        - 5.2.1. Tier 1 (over $10K)
        - 5.2.2. Tier 2 ($5K-$10K)
        - 5.2.3. Tier 3 ($1K-$5K)
        - 5.2.4. Tier 4 ($500-$1K)
        - 5.2.5. Tier 5 (under $500)
    - 5.3. An Account Executive (AE) is to be assigned to a set of groups whose highest-tier prior round funding request is within that AE's Tier;
    - 5.4. Every AE shall be expected to attend the allocation meetings of every Tier in which their group has applied as a Visiting AE, and offer commentary and information on the status of the group;

5.4.1. Visiting AEs shall be granted voting power;

5.5. Annually, the SAFC increase shall provide the largest percent increase to Tier 5, and the smallest to Tier 1;

5.5.1. Necessary variations away from this clause are to be determined at the discretion of the SAFC;

5.6. The weighted average of the percent increase in each Tier shall be equal to the total percent increase of the Student Activities Fee pool;

6. Funding Requests shall be categorized and addressed as follows:

6.1. Funding shall be issued for the following items:

6.1.1. Capital Improvements;

6.1.1.1. This shall constitute any equipment or items that can be reused and will be kept in the possession of the group;

6.1.1.2. The Funding Committee shall maintain an online/accessible database of capital items funded by ASG, store this list on the ASG website, and mandate that groups currently in possession of ASG-funded capital improvement items provide access to these items to other ASG-funded groups;

6.1.2. Administrative;

6.1.2.1. This shall constitute storage and other recurring costs, such as subscriptions;

6.1.3. Venue;

6.1.3.1. This shall constitute funding requests related to space, lighting, sound, and visuals;

6.1.4. Publicity;

6.1.4.1. This shall constitute funding requests related to advertising costs, either digital or physical, not to include ground flyering;

6.1.5. Talent;

6.1.5.1. This shall constitute honorariums, artist fees, and other expenses related to the compensation of performers or speaker;

6.1.6. Other**;**

6.1.6.1. This shall constitute any funding request not previously listed, and will be limited or funded at the discretion of the Chair for SAFC and the Account Director;

6.2. ASG funding shall not be issued, except upon special exemption up to a limit determined by Tier, for the following items;

6.2.1. Food, unless determined to be central to the event's purpose, in which case it is de facto exempted;

6.2.2. Costumes/Props**,** unless determined to be central to the event's purpose (such as for performance and theater groups), in which case they shall be exempted and eligible for funding;

6.2.3. Decorations deemed as unsustainable by the SAFC**;**

6.3. Funding decisions will be conveyed as a total sum of funding allocated towards an event, without specifying item-specific funded amount.

7. Committee operation procedure, structure, and stipulation is as follows:
    7.1. A student organization will submit an application for a funding request for one specific event to the Chair for SAF;
        7.1.1.1.1. One application will be submitted per student group;
    7.2. The Chair for SAF shall direct the funding applications to the relevant Account Director, which is determined by the tier that encompasses that event's highest historical funding tier.;
        7.2.1. If the funding request has not been granted funding in a prior cycle, the request shall be directed to the Account Director who presides over the tier into which the request falls, who may fund it via the Innovation Fund;
    7.3. Requests within a tier will be reviewed by the respective Account Director and Executives and decisions to fund in full, in part, or not to fund shall be issued by that Director;
        7.3.1. All AEs in a certain tier are required to be present for a majority of applications/proposals;
    7.4. Capital improvements shall be attached to the highest-tier funding request made by a group, and shall not be subject to increases in funding;
8. Tier funding request timelines shall be as follows:
    8.1. Tiers 1, 2, and 3 shall accept application and issue funding decisions in the Spring and Fall Quarters;
    8.2. Tiers 4 and 5 shall accept application and issue funding decisions every quarter;
9. The following requirements and regulations shall be imposed by the SAFC:
    9.1. Upon Student Organizations:
        9.1.1. That a group's president and treasurer complete SOFO training prior to funding;
        9.1.2. The funding committee shall not fund groups that participate in ground flyering;
    9.2. Upon Account Directors:
        9.2.1. That the Account Directors will coordinate with their Account Executives to coordinate when required trainings will be implemented;
        9.2.2. The Account Director will give these presentations to all of the Student Organizations in their tier;
        9.2.3. To record the attendance of this training;
            9.2.3.1. A Student Organization will attend the training for their highest-tier funded event;
            9.2.3.2. "Highest-tier" here refers to quantity of funding, not literal tier number (1-5);
10. The Innovation Fund shall be organized as follows:
    10.1. The Innovation Fund shall be intended to assist student organizations with growth beyond the prior funding levels of requests, and with the support of new requests;
        10.1.1. New requests shall seek funding from the Innovation Fund;

10.1.2. Any funding request which exceeds its historical level of funding and cannot be adequately funded by the relevant Tier may be issued an increase in funding from the Innovation Fund;

10.2. The size of the Innovation Fund shall be 3% of the total SAF for that year;

10.2.1. This percentage may be changed with approval by the Senate;

10.3. A group of any Tier may recommend a use of the Innovation Fund;

10.4. A body chaired jointly by the Chair for SAFC and the Student Group Liaison and comprised of Account Directors, or appointees, will meet on a quarterly, or greater if needed, basis to allocate the Innovation Fund based on these recommendations.

Sec 203. The Committee on the Rules

1. The Rules Committee shall consist of the Parliamentarian and six (6) members as follows:
   1.1. The Rules Committee shall consist of six (6) current Senators;
   1.2. Members shall be elected during Fall and Spring Quarter;
   1.3. Members of the Rules Committee shall vote and serve a one (1) year term unless elected to subsequent terms;
   1.4. Should a member be appointed to the Rules Committee at a time other than Fall and Spring elections, the appointee shall serve for the remainder of the term;
2. All proposed legislation, and other matters pertaining to the following subjects, shall be referred to the Rules Committee:
   2.1. The ASG Constitution and ASG Code;
   2.2. Changes to Rules of Order;
   2.3. Senator accreditation;
   2.4. Internal affairs of the Associated Student Government;
      2.4.1. Any party has the right to have a representative assist or advise them throughout a matter of internal affairs;
      2.4.2. Representatives must be a member of the University community but cannot be a member of the bar nor a parent of either the complainant or the respondent;
      2.4.3. Students who choose to participate in the Associated Student Government shall agree to be bound by the dispute resolution process therein;
3. The Rules Committee shall:
   3.1. Conduct a quarterly review of the Associated Student Government Code;
      3.1.1. Revisions shall be presented to the Senate as New Business;
      3.1.2. The following Senate, the revisions shall be voted on as Old Business;
      3.1.3. Revisions shall be passed with a two-thirds (2/3) majority vote of Senators;
         3.1.3.1. Upon the passing of a new revision to the Code, all prior revisions become null and void.
   3.2. Inform the Senate whenever any member(s) of the ASG, the Constituent States, and/or the Student Groups recognized by the Senate are not in compliance with the Associated Student Government Code.

Sec 204. Sustainability Committee

1. The Sustainability Committee shall be governed according to the following guidelines:
    1.1. All project leads will report directly to the Chair of Sustainability;
    1.2. The Sustainability Committee shall meet weekly, unless otherwise stated by the Chair;
    1.3. A Deputy Chair of Sustainability shall be appointed by the Chair following the start of their term;
        1.3.1. The responsibilities of the Deputy shall be set at the discretion of the Chair;
        1.3.2. The Deputy shall be the senior-most Project Lead, or appropriate substitute as to be decided by the Chair;
        1.3.3. The Deputy shall serve in the dual role of Project Lead and Deputy, as the Chair finds appropriate;
    1.4. The Sustainability Committee will have full authority over the recommendation of allocation for the Student Group Sustainability Fund:
    1.5. “Grants” shall refer to funds allocated by the Sustainability Committee through their review process;
2. The Sustainability Committee will receive all requests for funding for grants from the Student Group Sustainability Fund;
    2.1. Upon reception, the Sustainability Committee shall holistically evaluate the request within two weeks;
    2.2. The Sustainability Committee shall have the authority to distribute grants of up to and including $500 without Senate approval.
        2.2.1. The Sustainability Committee must present all such allocations to the Senate.
        2.2.2. All grants by the Committee for more than $500 amount must be approved by Senate;
    2.3. Student Group Sustainability Fund requests submitted to Senate for approval shall be introduced as a matter of General Order;
        2.3.1. Representatives from the Sustainability Committee shall answer questions concerning grant funding.
            2.3.1.1. Any questions or debate shall be directed at members of the Sustainability Committee;
        2.3.2. When debate has closed pursuant to [II.ASGC.6.607.2], Senate shall come to a vote on the proposal;
3. The Student Group Sustainability Fund will receive its funding from the ASG internal budget, and will be replenished up to a minimum of $2000 annually;
4. The funds will be allocated annually in Fall Quarter and shall roll over when applicable;
5. Funding requests shall be made to the Sustainability Committee within the first two weeks of each quarter;
    5.1. The Sustainability Committee may extend this deadline by majority vote;
6. The application process shall be as follows:

6.1. Interested ASG-recognized student groups shall submit a proposal to the Sustainability Committee requesting funds, following a template prescribed by the Sustainability Committee: Background, Principle, Plan of Action, Resources (financial and otherwise) needed;
6.2. If a grant is allocated, a contract must be signed by the recipients ensuring that the proposal in question respects the purpose of the Student Group Sustainability Fund and:
6.2.1. Will go toward a project, event or idea that is accessible to the Northwestern campus,
6.2.2. Promotes sustainability in an innovative way,
6.2.3. Promotes engagement with the campus population,
6.3. The contents of the Student Group Sustainability Fund shall be allocated solely in the manner indicated above, and may not be allocated unilaterally by Senate or the Sustainability Committee, except in the manner prescribed.

Sec 205. Analytics Committee

1. The Analytics Committee shall be governed according to the following guidelines:
   1.1. The Analytics Committee will convene once a week, unless specified by the Chair.
   1.2. All project leads will direct to the Chair unless other arrangements are made.
2. The Analytics committee is charged with writing and administering the ASG Annual Campus-Wide Survey. This process includes, but is not limited to:
   2.1. Meeting with student leaders and student organizations to identify new or existing programs that may benefit from funding allocated by the University's central administration.
   2.2. Writing new questions with the goal of identifying new or existing areas of need in the student body.
   2.3. Writing new questions with the goal of identifying trends, demographic related or otherwise, in the student body.
   2.4. Sending campus-wide emails to promote the survey to the student body.
3. The Analytics committee is also charged with preparing a written report and presentation to be given to the University's central administration. This process includes, but is not limited to:
   3.1. Using the results of the survey to provide University administrators with data-backed proposals.
   3.2. Preparing a visual presentation to accompany the verbal report.
      3.2.1. The budget recommendation presentation should be given no later than the end of the winter quarter to ensure that the administration has considerable time to consider and budget for the recommendations for the following fiscal year.
4. The Committee must preserve a record of the written report, the presentation, and the data collected from the survey. The saved data file of the survey will not include any record of student contacts (i.e. email addresses, IP addresses, etc).

Sec 206. Campus Life Committee

1. The Campus Life Committee shall be governed according to the following guidelines:
    1.1. The Campus Life Committee shall meet weekly, unless otherwise stated by the Chair;
    1.2. Projects shall be collectively led by all involved committee members unless the institution of a project lead is deemed necessary by the Chair;
    1.3. If necessary, all project leads will report directly to the Chair of Campus Life;
2. The Committee shall seek to develop initiatives and guide policies that improve the experiences of Northwestern undergraduate students as they relate to university facilities, on-campus residence, and dining;

Sec 207. Health and Wellness Committee

1. The Health and Wellness Committee shall be governed according to the following guidelines:
    1.1. All project leads will report directly to the Chair of Health and Wellness;
    1.2. The Health and Wellness committee shall meet weekly, unless otherwise stated by the Chair;
    1.3. Deputy Chairs of Health and Wellness shall be appointed by the Chair following the start of their terms;
    1.4. The responsibilities of the Deputies shall be set at the discretion of the Chair;
        1.4.1. The Deputies shall be the senior-most Project Lead, or appropriate substitute as to be decided by the Chair;
        1.4.2. The Deputies shall serve in the dual role of Project Lead and Deputy, as the Chair finds appropriate;
2. The committee shall seek to develop initiatives, policies and programming to improve mental, sexual, and physical health amongst the Northwestern undergraduate student body;
3. The committee shall coordinate with Northwestern University staff and other student groups to plan Wellness Week and other wellness-related programming and collaborations.

Sec 208. Marketing Committee

1. The Marketing Committee shall be governed according to the following guidelines:
    1.1. The Marketing Committee shall meet weekly, unless otherwise stated by the Chair;
    1.2. Projects shall be collectively led by all involved committee members unless the institution of a project lead is deemed necessary by the Chair;
2. The primary responsibilities of the Marketing Committee will be as follows:
    2.1. It shall produce marketing materials for all ASG events and initiatives;
    2.2. It shall brainstorm marketing strategies to publicize ASG projects for the purpose of informing the undergraduate student body about ASG functions.

Sec 209. Committee of the Congressional Board of Financial Review (BOFR)

1. The BOFR shall be structured as follows:
    1.1. The BOFR shall be lead by two committee heads, the Undergraduate School Caucus Whip and the Student Group Caucus Whip;
    1.2. The BOFR shall consist of any number of current Senators interested in joining the board, hereby referred to as “appointed members”;
    1.3. Members shall be appointed within the first three weeks of Fall Quarter and within the first two weeks of Spring Quarter;
        1.3.1. The election process shall be as follows:
            1.3.1.1. The Speaker of the Senate shall describe the role and responsibilities of the BOFR;
            1.3.1.2. There shall be a period for questions;
            1.3.1.3. Interested Senators may be nominated or nominate themselves;
            1.3.1.4. Nominated candidates may accept the nomination;
            1.3.1.5. After nominations have been made, there will be a last call for final nominations;
            1.3.1.6. The Parliamentarian shall recite the names of all nominated candidates;
            1.3.1.7. The Speaker of the Senate shall declare them officially appointed to the BOFR;
        1.3.2. Upon appointment, members must disclose their affiliations with any ASG funded student groups to the Whips;
        1.3.3. Newly appointed members shall partake in DEI training in collaboration with the EOJI, prior to any decision making;
    1.4. Members of the BOFR shall serve a one (1) year term unless elected to subsequent terms;
    1.5. Should a member be appointed to the BOFR at a time other than Fall and Spring elections, the appointee shall serve for the remainder of the term;
2. The BOFR shall:
    2.1. Review proposed allocations submitted by the SAFC and return feedback prior to allocation decisions;
        2.1.1. The SAFC shall take these recommendations into consideration before making final allocation decisions, though SAFC ultimately may exercise the final discretion;
    2.2. At least one week prior to Funding Senate, offer consultations to groups applying to the NSOSF.
3. Members of the BOFR shall recuse themselves from any case in which they have a personal interest in the outcome, such as a conflict of interest pertaining to their membership in a given student organization, as determined either by the individual or by a majority vote of the BOFR.
    3.1. Members with a conflict of interest shall abstain from any votes concerning aforementioned student groups;

3.2. Members who violate the ASG Code by failing to disclose a conflict of interest and relationship with a student group or participating in discussion regarding said student group shall be referred to the Rules Committee;

3.2.1. The Rules Committee holds sole discretion for decisions regarding Senators' continued membership on the BOFR.

Chapter 3. Temporary Commissions

Sec. 301. Sub-Committees

1. With the approval of the committee, a smaller number of members serving on any one committee may adjourn to conduct specialized business of the committee;
2. Sub-Committees shall be governed by the standing rules and guidelines of the committee of creation;
3. Sub-Committees shall choose their chair in the manner prescribed by the committee of creation;
4. Sub-Committee chairs shall be confirmed by majority vote of committee members.

Sec. 302. *Ad hoc* Committees and Working Groups

1. The Senate may establish *Ad hoc* Committees and Working Groups in the following matter:
   1.1. The creation of *Ad hoc* Committees and Working Groups shall be presented to the Senate as Enacting Legislation, which must also contain provisions for a chair, regular reports to Senate, and the evaluation of the execution and completion of its responsibilities;
   1.2. Passage of this legislation shall require a majority vote of the Senate.
2. *Ad hoc* Committees and Working Groups shall:
   2.1. Fulfill the mandate of Enacting Legislation in accordance with policies of the Executive Office, Government, and Senate;
   2.2. Not duplicate the purpose of a Standing Committee or Investigative Committee of the Senate or other *Ad hoc* Committees or Working Groups;
   2.3. Function until the completion of its responsibility, as must be specified in the Enacting Legislation, or until discharged by a majority vote of the Senate;
3. The President and Vice President (or Co-Presidents), and Speaker of the Senate are jointly responsible for the execution of the mandates of all Ad hoc Committees and Working Groups, unless otherwise noted in the Enacting Legislation;
4. Chair of Ad hoc Committees shall:
   4.1. Report to the Government and the Senate upon the request of either the President or the Senate;
   4.2. Attend Meetings of the Government;
   4.3. Vote on their Committees only in the case of a tie;
5. Vacancies may be filled by the Chair, if applicable, or by the concurrence of the Executive Board and the Speaker of the Senate;
6. Any chair of an Ad hoc Committee or Working Group who fails to fulfill these duties shall be removed from office by a two-thirds (2/3) vote of the Senate.

Sec. 303. Investigative Committees

1. When necessary, the Senate shall establish Investigative Committees to examine special issues of concern as determined by the Senate;
2. Investigative Committees shall not duplicate the legislative jurisdiction of another committee of the Senate;
3. Investigative Committee membership shall be as follows:
    3.1. Senators shall be elected to Investigative Committees;
    3.2. The Senate may elect a chair of an Investigative Committee or delegate the responsibility to the committee;
4. All expenditures shall be approved by the Executive Office.

Chapter 4. Election Commissions

Sec 401. The Campus-Wide Election Commission

1. The commission executing the Campus-Wide Election Guidelines shall be elected by the Senate by the penultimate meeting of the Senate of Fall Quarter and shall consist of nine (9) undergraduate students;
    1.1. No member elected to the Campus-Wide Election Commission may also be a member of the Rules Committee. If they are a member of the Rules Committee, they must resign from their term.
2. The members of the Campus-Wide Election Commission shall elect its chair at the first meeting of the Campus-Wide Election Commission;
3. The Campus-Wide Election Commission is authorized to conduct campus-wide elections, governed by Campus-Wide Election Guidelines approved by: first a majority vote of the Judicial Board following a review of the guidelines, and a 2/3rds majority vote of the Senate no later than the first meeting of the Winter Quarter;
    3.1. Both votes must occur with at least one member of the Campus-Wide Election Commission present or available;
    3.2. Senate confirmation must occur no later than the day of the first meeting of the Winter Quarter;
4. The Campus-Wide Election Guidelines shall be appended to the ASGC;
5. The Election Commission shall investigate and decide all violations and subsequent punishments of the Campus-Wide Election Guidelines;
6. The chair of the Election Commission shall petition the Rules Committee in all such cases, for the Committee on Rules to consider the levy of punishments not defined by Senate in the Campus-Wide Election Guidelines, which include impeachment, censure, probation, removal from office, resignation, public apology, and admission of guilt;
7. All decisions of the Election Commission may be introduced for reconsideration by the Senate by a majority vote of Senators, and may be modified, overturned, or otherwise amended by a two-thirds vote of Senators;
    7.1. Guidelines drafted by the Election Commission must pass by a ⅔ majority of Senators.

8. Campus-wide elections shall be conducted online by a preferential secret ballot vote of undergraduate students;
    8.1. The secret ballot may not be influenced by harassment, coercion, and/or intimidation from individuals or campaigns;
        8.1.1. The Election Commission reserves the capacity to interpret the boundaries of "harassment, coercion, and/or intimidation" based upon contextual evidence;
9. The Senate shall prescribe the time and manner of petitioning the Election Commission for all other campus-wide elections;
10. Candidates and campaign staff shall not serve on the Campus-Wide Election Commission;
11. Undergraduate students may, if elected by the Senate with full disclosure of their involvement, serve simultaneously on both the Campus-Wide Election Commission and the USSEC.

Sec. 402. The Undergraduate School Senator Election Commission

1. The Undergraduate School Senator Election Commission shall be composed of the Parliamentarian, Speaker of the Senate, Executive Officer of Democracy, and the Chief of Staff;
    1.1. The Chief of Staff shall chair the Undergraduate School Senator Election Commission;
2. The Undergraduate School Senator Election Guidelines, appended to the ASGC, must be reviewed by the USSEC and approved by a majority vote of Senators no later than the final meeting of the Senate in Spring Quarter;
3. The Rules Committee shall hold primary investigative and punitive jurisdiction over all violations of the Undergraduate School Senator Election Guidelines;
    3.1. The Rules Committee may, per their discretion, consult with members of the USSEC on all hearings pertaining to Undergraduate School Senator Elections;
    3.2. Investigative proceedings shall begin when any undergraduate student of Northwestern University files a formal complaint with any member of the USSEC;
    3.3. All rulings of the Rules Committee pertaining to Undergraduate School Senator Elections shall be final and binding;
4. Elections shall be conducted online by a secret ballot vote of undergraduate students in each school;
5. A petition to appear on the ballot with the signatures of thirty (30) undergraduate students living in a candidate's district shall nominate a candidate for Senator election;
6. To appear on the ballot as a candidate for Senator, the petition must be submitted to the USSEC no later than the second weekend prior to the first meeting of the Senate of Fall Quarter;
7. Any student of the particular Undergraduate School shall be eligible as a candidate in the election;
8. Undergraduate students may, if elected by Senate with full disclosure of their involvement, serve simultaneously on both the Campus-Wide Election Commission and the RSEC;

9. The Parliamentarian is responsible for executing, upholding, and otherwise fulfilling the mandates of the Undergraduate School Senator Election Guidelines and those specified in V.ASGC.4.402.1-11.

Chapter 6. Representation on External Bodies

Sec. 601. Appointment

1. The Executive Office shall be responsible for appointing undergraduate students to all bodies external to ASG, including but not limited to University, municipal, and civic committees, boards, and commissions;
2. The Executive Office may devolve this responsibility to members of the Executive Board, or to a majority vote of the Senate, through written communication.

Sec. 602. Accountability

1. Students appointed to external bodies shall report on the work of the external bodies to the Executive Office, or its designated representative, in a manner determined by the Executive Office or designee and as prescribed by the bylaws and protocol of the external body.

Title VI. Members and Meetings of Government

Chapter 1. Composition and Voting

Sec. 101. Membership of Government

1. The Executive Office, the Chair for SAFC, the Student Group Liaison, the Cabinet, the Parliamentary Body, and the ASG Advisors, comprise the Government;
2. Excluding members of the Parliamentary Body and Commissioned Officers of the Executive Branch, members of the Government may not serve in any capacity in the Legislative and Judicial Branches, as outlined in II.ASGC and IV.ASGC, respectively:
3. No member of the Government may be barred from Meetings of Government, and all members of Government must be informed of meetings of Government;
4. The President is head of Government, and calls and chairs all meetings of Government.

Sec. 102. Voting

1. Only undergraduate students shall have a vote in Meetings of Government;
2. The President shall only vote in the case of a tie.

Chapter 2. Meetings of Government

Sec. 201. Frequency

1. Meetings of Government shall occur at least once per regular academic week, with the exception of Reading & Finals periods, unless otherwise specified by the Executive Office, which must report the cancellation or postponement of the weekly meeting of Government to the Senate.

Sec 202. Purpose and Powers

1. Meetings of Government may include items to:
    - 1.1. Write and sponsor Operating Budget requests in the form of Financial Legislation;
    - 1.2. Plan hearings of the Government before Northwestern University Administration;
    - 1.3. Create, promulgate, and record policies of the Executive Branch, in accordance with ASGC-mandated functions, in the form of the following:
        - 1.3.1. Informational media;
        - 1.3.2. Application materials;
        - 1.3.3. Project and initiative briefs, descriptions, and reports;
        - 1.3.4. Surveys, presentations, and proposals;
        - 1.3.5. Other operational materials and information, as specified as the Executive Office.

Title VII. Finances

Chapter 1. Procedure

Sec. 101. The Operating Budget

1. The Government shall write and sponsor Operating Budget requests in the form of special Executive Financial Legislation;
    1.1. The Operating Budget shall be drafted by the Budget Committee;
    1.2. The committee shall consist of the outgoing Executive Office, the Executive Office-elect, the Chair for SAFC, and the Speaker of the Senate;
    1.3. The committee shall be chaired by the Chief of Staff;
    1.4. The committee shall convene immediately following the spring campus-wide elections;
    1.5. Meetings of the Budget Committee may be attended by any undergraduate student of Northwestern University;
2. The Government shall present the Operating Budget request directly to the Senate no later than the fifth Senate meeting of Spring Quarter.
3. Any proposed Operating Budget shall not be made emergency legislation;
4. The Senate shall approve the Operating Budget before the end of Spring Quarter;
5. Any request for a program that would traditionally be provided by any ASG-recognized Student Group shall not be part of the Operating Budget. Any such requests shall be made during Spring Funding or Supplemental Funding;
6. Petitions filed by the Associated Student Government for Spring Funding and/or Supplemental Funding shall be in compliance with all financial requirements of other Student Groups recognized by the Senate. The Associated Student Government shall not petition for funds except in the Operating Budget and during Spring Funding and Supplemental Funding;
7. All changes to the Operating Budget shall be approved by the Senate.

Sec. 102. Auditing Procedure

1. The Chief of Staff shall present the ledger, the voucher books, and all related materials to the SAFC no fewer than one (1) time per quarter. The Chair for SAFC and the Chief of Staff shall be responsible for scheduling the Chief of Staff's presentation;
2. The SAFC shall hold a full review of the Associated Student Government accounts;
3. After this review, the SAFC shall determine whether the Associated Student Government accounts are in order by majority vote;
4. Should the Associated Student Government accounts be found in order, the Associated Student Government shall continue to operate until the next audit;
5. Should the Associated Student Government accounts be found not in order the accounts shall be immediately frozen by the Chair for SAFC, and the SAFC shall initiate a financial misconduct investigation.

Sec. 103. The Account of the Associated Student Government

1. The funds contained in the Associated Student Government Operating Budget and all members of the Associated Student Government shall be bound by the SAFC Guidelines;
2. Requests for interpretations and/or authorizations submitted by the Associated Student Government shall be reviewed by the SAFC;
3. Excess funds from the Operating Budget at the end of the fiscal year shall return to the Student Activities Fee funding pool held within the SAFC account.

Appendix A. Campus-Wide Election Guidelines

Chapter 1. The Election Commission

Sec. 101. Membership

1. The Election Commission shall consist of nine undergraduate students of Northwestern University. Said Election Commission shall be elected by the Senate, though commission members are not required to be senators, for a one-year term according to V.ASGC.4.401.1;
    1.1. Seniors shall not be barred from serving on the Election Commission, yet no more than three (3) members of the Election Commission shall be seniors.
2. The Election Commission shall formally dissolve once the Senate approves a revised set of Election Guidelines following the election;
    2.1. The Election Commission must submit a revised set of Election Guidelines to the Senate for approval by the end of Fall Quarter;
    2.2. The revised Election Guidelines shall be introduced as a general order and require a two-thirds majority to be approved.

Sec. 102. Duties

1. The Election Commission shall:
    1.1. Coordinate the election as well as publicize all debates and public fora;
    1.2. Approve all campaign material;
    1.3. Conduct a review of the Election Guidelines following the completion of the campus-wide election;

2. The Election Commission must provide the following to the ASG Marketing Chair for publication on the ASG website:
    2.1. Links to all official websites;
    2.2. Information regarding official ASG candidate debate(s);
    2.3. Current candidate Election Guideline infractions;
    2.4. A summary of Election Guidelines.
3. The Election Commission shall elect the Election Commission Chair by a majority vote.
4. The Election Commission Chair shall:
    4.1. Call and chair all meetings of the Election Commission;
    4.2. Serve as the media spokesperson for the Election Commission and liaise with all campaigns.
        4.2.1. In the event of a campaign violation, the Election Commission Chair shall report this to the media within 24 hours.

Sec. 103. Rules Pertaining to the Election Commission Members

1. Campaign personnel may serve on neither the Election Commission nor the Rules Committee.
2. The Election Commission Chair and Executive Officer of Democracy are the only people authorized to communicate on behalf of the Commission;
    2.1. If the information given by the Election Commission Chair applies to all campaigns, then they must receive it at the same time;
    2.2. Any campaign that receives such information from a source other than the aforementioned officials must report it to the Election Commission within 30 minutes, barring extenuating circumstances.
3. No one shall attempt to influence Election Commission members for the purpose of electoral advantage;
    3.1. “Attempt to influence Election Commission members” shall be defined as influencing Election Commission members in their capacity to make decisions and rulings as a member of the Election Commission;
    3.2. Any campaign who receives information about such efforts must report it to the Election Commission immediately.
4. The Commission shall have the power to remove other members by majority vote in case of breach of confidentiality or violation of the guidelines;

4.1. The removed members may appeal the Chair's decision to the Rules Committee;

4.2. If a member is removed or resigns before the Senate immediately preceding the election, the Senate shall elect new members to serve out the remainder of the term.

5. Election Commission Members shall be allowed to participate in discussions around campaigns and candidates in any student group they are a member of.

5.1. Election Commission Members must recuse themselves from all votes pertaining to the election, including but not limited to

5.1.1. Endorsements

5.2. Election Commission Members may be present for meetings with presidential candidates.

5.2.1. Election Commission Members may ask or answer clarifying questions

5.2.2. Election Commission Members shall not ask or answer substantive questions about candidates or campaigns

5.2.3. Election Commission Members shall report the questions they ask or answer to the remainder of the Election Commission for accountability

5.3. All information discussed by members of the Election Commission must be publicly available to all people within the conversation

5.3.1. This can include non-written, non-electronic information that has been shared with all members of the present group

Sec. 104. Clarification and Amendment of the Election Commission Guidelines

1. The Election Commission reserves the right to clarify any ambiguities within these guidelines by majority vote. Candidates shall be notified of such clarifications within twenty-four (24) hours.

2. Once these guidelines have been adopted by the ASG Senate, any undergraduate student of Northwestern University may offer amendments to these guidelines after providing reasoning for such changes to the Senate. Amendments shall require a two-thirds (2/3) majority vote of the Senate.

3. Any candidate can appeal any decision of the Election Commission to the ASG Rules Committee;

3.1. Appeals to the Rules Committee must include a one-page written argument from the appellate and appellee in support of their given position;

3.1.1. The appellee may waive their right to submit a one-page written

argument;

3.2. All findings of the Rules Committee are final and binding and may not be resubmitted to the Election Commission or the Rules Committee for further deliberation;

3.3. At most, only half of the deliberating body of an appeal may consist of members of the Rules Committee that also serve on the Election Commission.

Chapter 2. Campaigns

Section 201. Candidate Entry Requirements

1. Candidates shall submit the following to the Election Commission on or by **February 2, 2025 at 7:00 P.M. (CDT)** in order to appear on the official ballot:
    1.1. A petition provided by the Election Commission with no fewer than two hundred (200) and no more than three hundred (300) signatures from undergraduate students of Northwestern University;
        1.1.1. The period during which signatures can be collected begins **January 31, 2025 at 7:00 PM (CDT)**;
            1.1.1.1. During this period in which signatures can be collected, campaigns are not permitted to use social media functions aside from digital private and group messaging;
    1.2. A signed consent form provided by the Election Commission indicating that the candidate has read and will abide by all election guidelines;
    1.3. A list of all campaign personnel serving under the candidate must be submitted to the Election Commission;
        1.3.1. Campaigns are required to regularly update the Election Commission with an up-to-date official roster, following any additions of new campaign personnel.
2. If a candidate drops out of the election, they shall not be allowed to re-enter the election unless approved by majority vote of the Election Commission for reasons of extenuating circumstances.
3. Undergraduate students of Northwestern University paying the full Student Activities Fee shall be eligible to appear on the official ballot.

Section 202. Pre-Campaign Definitions

1. “Pre-campaigning” shall be defined as actions taken by the candidate for the sole purpose of developing a platform, and shall not be considered non-verbal or electronic campaigning;

1.1. Acceptable pre-campaigning activities include meeting with students, the development of non-public promotional materials, and recruiting campaign personnel;
   1.1.1. Developing a platform may include sharing a potential platform with student groups for the purpose of feedback;
   1.1.2. Campaigns may not utilize the pre-campaign period to seek endorsements, votes, or support from student organizations;
1.2. The candidate must clearly state they are "strongly considering running" prior to the meeting.

2. Pre-campaigning shall begin following the election and approval of the Election Commission members;
   2.1. Students' concerns regarding the validity of any pre-campaign action should be directed to the Election Commission.
3. Candidates must declare their intention to conduct meetings to develop a platform to the Election Commission before they may undertake any pre-campaigning action;
   3.1. Any candidate found to have conducted meetings with students without first notifying the Election Commission shall be contacted by the Election Commission Chair and cited campaign violations at the discretion of the Election Commission.
4. The Election Commission shall not disclose to any person the names of prospective candidates.
5. Intention to pre-campaign forms shall be submitted by January 29, 2025 at 7:00 PM(CST).

Sec. 203. Campaigning Definitions

1. "Campaigning" shall be defined as any public action on behalf of a candidate by campaign personnel;
   1.1. "Public action" shall be defined as any action by campaign personnel that does not meet a reasonable expectation of privacy.
2. "Non-verbal campaigning" shall be defined as campaigning that involves any written materials. Non-verbal campaigning shall begin at **7:00 P.M. (CDT)** seven (7) days before voting ends.
3. Electronic campaigning shall be defined as any form of campaigning, which includes the following: an official candidate website, official candidate social media, email messages, listserv messages, and digital private or group messaging.
   3.1. Candidates must create a new, dedicated social media account for their campaign on each social media platform the campaign uses.

3.2. If campaigns choose to use social media accounts, they must be created at or after 7:00 P.M. seven (7) days before voting ends, the same time as the beginning of the campaign period.

4. Campaign personnel shall be defined to include any candidates, campaign managers, and individuals working on behalf of a candidate.

Sec. 204. Endorsement Rules

1. "Endorsements" shall be defined as public and accessible displays of favoritism or explicit preference towards one candidate;
   1.1. Endorsements shall be publicized on, yet not limited to, campaign social media, print materials, and websites.
2. Faculty, staff, and current teaching assistants — with the exception of current undergraduate students — of Northwestern University shall not endorse candidates.
3. ASG Officers may not use ASG resources to promote or endorse candidates.
4. The Election Commission, Rules Committee, and their members shall not offer endorsements of candidates or serve on their campaigns.
   4.1. In the event that this occurs, the member shall not be permitted to serve on their committee for the duration of the election, but may return once the election is over. In this time, they may continue to serve on a campaign.
5. Established campus periodicals that are not funded through the ASG Activities Fee shall issue candidate endorsements as follows:
   5.1. Established periodicals shall be those periodicals which are publicly available and have been so prior to the campaign period;
      5.1.1. Endorsements by periodicals that do not meet this criterion shall be prohibited;
   5.2. Candidates endorsed by non-established periodicals may be punished for it at the discretion of the Election Commission upon a showing that the candidate facilitated such endorsement intentionally in order to circumvent spending limits.;
   5.3. Candidates shall not interfere with the normal distribution of established periodicals.
6. ASG-recognized groups may not use group funds for the purpose of promoting or endorsing.

Sec. 205. Campaign Materials

1. Campaign materials are encouraged — but not required — to be purchased from a City of Evanston or Northwestern University retail merchant.

2. The phrase “Paid for by,” followed by the respective candidate’s name, shall legibly appear on all non-electronic campaign materials.
3. Non-verbal, non-electronic campaign materials shall be individually approved by the Election Commission prior to their being used by a respective candidate.
4. If requested, the Election Commission shall supply a candidate with the following uniform set of campaign materials, paid for by the ASG Operating Budget:
    4.1. 250 pre-approved sheets of 8.5”x11” white paper for flyers, not to be taped on the ground;
        4.1.1. Flyers shall not be divided into more than 1/4 of a sheet;
    4.2. 50 sticks of sidewalk chalk in varied colors;
    4.3. 4 rolls of masking tape;
    4.4. An account for the Student Organization Resource Center printer credited with $24;
    4.5. No other ASG resources, monetary, digital, or otherwise, shall be used unless agreed upon by the Election Commission.
5. The use of tape as a campaign medium is not permitted.
6. “Supplementary campaign materials” shall be defined as any campaign material which is not supplied by the Election Commission. These shall include, but are not limited to, website templates, t-shirts, and banners.

Sec. 206. Financial Rules

1. Candidates shall not accept goods or donations.
2. Candidates will be reimbursed for supplementary campaign materials for an amount up to, but not exceeding, $200. Any spending beyond this amount, even if intended to not be reimbursed, is forbidden. This includes use of personal finances. Total costs for each campaign shall not exceed $200
    2.1. Candidates must update the Election Commission on the status of their spending within 48 hours of making a purchase.
    2.2. If the maximum potential reimbursement amount for all candidates is more than the amount remaining in the budget for election funding in the ASG Operating Budget after mandatory expenses (specified in 205.4), then candidates may only spend and be reimbursed for an amount up to, but not exceeding, the remaining funds divided by the number of tickets.
    2.3. Pre-campaign spending shall be allowed subject to the following stipulations:
        2.3.1. Candidates shall notify the Election Commission of all purchases and their amount;
        2.3.2. No spending shall be used for active, public-facing campaigning;

2.3.3. Should the Election Commission determine that the total amount of potential candidates' spending eligible for reimbursement is greater than the funds allocated for reimbursement, the Election Commission shall notify the candidates to cease spending until:
2.3.3.1. More funding is allocated;
2.3.3.2. A new maximum reimbursement limit is set;
2.3.3.3. An alternative solution is adopted by a majority of the Election Commission.

2.4. Candidates shall not purchase flyers to supplement the contribution of the Election Commission.

3. Itemized receipts shall be submitted to the Election Commission for all supplementary campaign material.
4. The deadline for the submission of receipts is **Sunday, February 16, 2025 at 7:00 P.M. (CDT).**
5. Receipts shall reflect the value of the campaign materials.
6. In the event that an itemized receipt does not reflect the value of specified campaign materials, the campaign materials attributed to said receipt shall not be approved.

Sec. 207. Campaigning Rules

1. The official campaign period shall begin at **7:00 P.M. (CDT)** seven (7) days before online voting concludes with the completion of the elections.
2. Electronic campaigning shall be restricted as follows:
   2.1. Candidates shall have no more than one (1) website and one (1) account or presence on each form of social media;
   2.2. Electronic campaigning may only occur after the official start of the campaign period;
   2.3. These restrictions do not apply to private, internal websites or social media accounts or presences with the purposes of managing campaigns.
3. Candidates who hold a position either in the Associated Student Government (ASG) or another student group shall not represent themselves as members of that group for the purpose of reserving Northwestern University room space or advertising space.
4. Alcoholic beverages, cannabis, and other age-restricted psychoactive substances shall not be used by any campaign.
5. All Candidates must observe the rules of the Student Organizations and Activities, Northwestern University, laws of the City of Evanston, State, and Federal Government, Residential Housing Authority, and Residential College Board. It is

the responsibility of all candidates to become familiar with the above rules and regulations.

6. Voting booths may only be set up and supervised by the Election Commission. Voting booths include but are not limited to stationary or mobile electronic devices used in public to solicit votes.
    6.1. Voting booths do not include QR codes or links to the voting site. If candidates choose to disseminate this information, they may do so without impartiality.
7. No campaign personnel may harass or intimidate voters during the voting period;
    7.1. The Election Commission reserves the right to penalize campaigns based on credible evidence of harassment and intimidation of voters by official campaign personnel.
8. These campaign rules shall be binding on all campaign personnel.

Sec. 208. Campaign Violations

1. Reports of campaign violations may be filed to the Election Commission;
    1.1. Any undergraduate student of Northwestern University may file a complaint against a candidate with the Election Commission;
        1.1.1. In the event that one campaign is filing a complaint against another, they should reference the part of this document that has been violated and provide whatever evidence they have.
    1.2. Upon receiving a complaint, the Election Commission shall contact the candidate and campaign manager in question of committing the reported violation;
    1.3. The Election Commission shall investigate and, if necessary, hold hearings on all complaints within forty-eight (48) hours of the receipt of said complaint and determine if the complaint is meritorious;
    1.4. If the Election Commission finds any complaint to be meritorious, it shall have the power to remove the candidate's website, restrict the candidate's spending or require that the candidate remove non-verbal form of campaigning from campus within twenty-four (24) hours following the finding;
    1.5. If a violation occurs during the period when polls are open, the Commission shall have the right to remove the offending candidates from the ballot or forbid the candidates to campaign for some period of time, depending on the seriousness of the infraction;
        1.5.1. If the violation is only discovered after the polls have closed, and is determined to have potentially affected the outcome of the Election,

the Commission shall have the right to invalidate the number of votes received during the period of time that the violation occurred.

2. The Election Commission reserves the right to enforce all rules within these guidelines, whether or not a complaint form is filed;
    2.1. All RCB and RHA rules will be enforced by RCB and RHA respectively;
    2.2. All SOA policy, City of Evanston law and Northwestern University Policy will be enforced by the Election Commission.
        2.2.1. The Election Commission specifically calls attention to a Northwestern University policy on Mutual Respect. Violations of respect will be recognized as severe and meritorious and will result in a strike against the campaign at fault.
3. The Election Commission shall determine punishment of violations found meritorious according to severity interpreted by the Election Commission;
    3.1. In the event of a minor infraction the Election Commission reserves the right to issue one (1) verbal warning before incurring punishment;
    3.2. The Election Commission may issue proportional penalties, including but not limited to, spending restrictions or injunctions in the case of meritorious violations;
    3.3. The Election Commission shall only issue strikes to campaigns in the instances of severe and meritorious violations;
        3.3.1. If the Election Commission determines that a candidate has incurred three strikes, the Election Commission shall remove the candidate from the ballot.
4. If articles of impeachment are filed against a newly elected officer, the Rules Committee shall consider the articles of impeachment. If the newly elected officer is found to have maliciously violated the spirit of the Election Guidelines, the Rules Committee shall pass the articles of impeachment on to the Senate.

Chapter 3. Events Held By the Election Commission

Sec. 301. Debate

1. There shall be at least one public debate for the ASG Executive Elections;
    1.1. The Election Commission will determine the date and time of the debate(s) and inform the campaigns of this information the day the petitions are due.
2. The Election Commission Chair shall moderate the debate(s) hosted by ASG;
    2.1. In the event that the Election Commission Chair declines to moderate the debate(s) for any reason, another member of the Election Commission shall be selected by a majority vote of the Election Commission to moderate

debate(s);

2.2. Alternatively, the Election Commission may elect another nonpartisan Northwestern undergraduate to serve as a moderator;

2.3. The Election Commission shall attempt to find a student organization to co-moderate the debate(s).

3. Questions for the debate(s) may be submitted by the Election Commission, the co-moderating student organization, current members of ASG, or any other nonpartisan Northwestern undergraduate student.
4. The Senators and the ASG Executive Board members are encouraged to be present for the debate(s).
5. The Commission reserves the sole right to record and post all debates to the ASG website. Candidates are permitted to post links to the videos on their respective electronic campaign material.

Sec. 302. Voting

1. The ASG Presidential/Vice Presidential election shall take place online as follows:
   1.1. Online voting shall be configured by the Election Commission;
   1.2. Online voting shall be configured using a site-wide election on Wildcat Connection;
   1.3. The online ballot form shall be accessible via the following URL: http://asg.northwestern.edu/vote;
   1.4. The ballot format, if changed from the previous year, shall be made available to the Senate by the end of Fall Quarter, and must be approved by a majority vote. If changes are requested by the Senate, the Commission must continue presenting revised ballot formats until one has received approval;
   1.5. Ballot questions shall be configured as follows:
      1.5.1. Ballot questions for positions with 2 or fewer candidates shall be configured as a radio-button list, with an option for each candidate;
      1.5.2. Ballot questions for positions with 3 or more candidates shall be configured as a ranking list, with an option for each candidate, and allow 0 to N rankings (N = the number of candidates for the given position);
      1.5.3. Question options shall be ordered randomly;
      1.5.4. All questions shall be optional to allow for abstentions;
      1.5.5. No options or rankings shall be selected by default;
      1.5.6. All ballot questions shall appear on a single web page;
      1.5.7. The ballot will include a no confidence option;
   1.6. Access to the online ballot form shall be restricted to currently-enrolled

undergraduate students using a Wildcat Connection eligibility list;

1.7. The following instructions shall be included at the top of the voting form:
"Ranked-Choice Voting is used for all positions.
Please fill out the preferential ballots below as follows:
- *Vote for your preferred candidates by indicating your first-choice candidate (1), your second-choice candidate (2), and so on.*
- *It does not matter if you skip rankings. Only the order in which you rank candidates (not the ranking itself) affects the outcome of the election.*
- *You are free to rank as many candidates as you wish. When you do not rank all of the candidates, it is assumed that:*
  - *You prefer all ranked candidates to all unranked candidates AND*
  - *You are indifferent between all unranked candidates."*

2. Ballot Referendums shall be permitted to appear for the purpose of gathering a general student vote;
   2.1. These shall be voted upon by the students at the same time as the ASG Presidential/Vice Presidential Election;
   2.2. Proposed Referendums for the ballot shall be proposed to and approved by the Senate.
      2.2.1. These Referendums shall be submitted to the Speaker of the Senate no later than 10 days prior to the ballot opening;
      2.2.2. These Referendums shall be voted on by the Senate no later than one week prior to the ballot opening;
   2.3. Questions on the Ballot Referendums shall have two options: "yes", in favor of the question, or "no", against the question.
      2.3.1. No question on the Referendum shall be required.
3. The 2025 Executive Elections shall begin on **Thursday, February 6, 2025 at 7:00 P.M. (CDT)** and end on **Saturday, February 8, 2024 at 7:00 P.M. (CDT)**.
4. The Election Commission shall declare the winner of each election as follows:
   4.1. The Ranked Choice Voting System shall be used for all positions;
      4.1.1. In the case where a simple majority is reached, the candidate with the majority of votes wins the election;
      4.1.2. In the case where a simple majority is not reached, the option with the lowest votes, including a "no confidence" option, shall be dropped and the votes for that option shall be redistributed to their next most preferable candidate. This shall repeat until a majority is reached.
   4.2. In the case a majority of the votes are for "no confidence," the election cycle shall restart with shortened windows, decided at the Election Commission's discretion.

5. The Election Commission Chair is the only undergraduate student that shall see the voting results before the polls close;
    5.1. The Election Commission Chair may not share this information with any other student.

Appendix B. Undergraduate School Senator Election Guidelines (2023-2024)

Chapter 1. Election Guidelines

Sec. 1. Candidates

1. Any student of an Undergraduate School or College may run in the primary to serve as Senator for their primary Undergraduate School;
    1.1. Candidates who have previously served on the Senate but have lost their seat for any reason may run again, but the USSEC reserves the right to make said information public.
2. To appear on the official ballot, a candidate must submit a petition to appear on the ballot with signatures of any thirty (30) undergraduate students;
3. The ballot petition must be submitted to the Undergraduate School Senator Election Commission via the official USSEC email no later than MONTH, DAY, 2023, at 5:00pm.

Sec. 2. Campaigning

1. Campaigning shall be defined as any public action on behalf of a candidate;
2. Campaigning should not violate any university, CSI, or Residential Life guidelines.

Sec. 3. Open Forum

1. The Open Forum shall occur at least one (1) day before elections;
2. Candidates shall give a speech of no more than three (3) minutes and answer questions from the residents for no more than four (4) minutes.
3. The USSEC shall be responsible for reserving the date and location of all Open Fora.

Sec. 4. Primary Election

1. The primary election shall occur online from 8:00 AM of MONTH, DAY, 2023, to 8:00 PM of MONTH, DAY, 2023, and shall utilize the secure server NetID authenticated system;
2. The USSEC shall be responsible for making the electorate aware of the URL of the official ballot and how to use it;
3. Write-in candidates shall be permitted;
4. The official ballot shall contain the names of registered candidates, a space for write-ins and an abstention option. The ballot shall be configured to default to no selection.
    4.1. Ballots cast for a write-in candidate must include a valid Northwestern email address;
5. Voting directions are as follows: Selecting the write-in option and writing in an undergraduate student will count as a vote for the student whose name written in the

adjacent box; writing in anything other than the name of an undergraduate student shall count as an abstention;

6. Should electronic voting be unfeasible, elections will take place via paper ballots.

Sec. 5. Reporting of Winners

1. The names of the candidates with the most votes in every election shall be reported to the Deans' Offices and Student Advisory Board for each respective school, along with all other voting data;

Appendix C. Code of Ethics

Chapter 1. Constitutionality

Section 101. Definitions and Groundwork

1. As stipulated in Section 404.1 of the ASG Code, "The Senate may determine standards of decorum and ethics, and compel the adherence to such standards by its members."
    1. *Ethics* shall be defined as an established framework of normative beliefs that will frame the way in which Senators interact with one another. Ethics encompass the intended purpose, i.e. the spirit, of the legislation in that ethics demarcate 'good' and 'bad' behavior.
        1. Legislation or speech may only be deemed 'unethical' following procedure outlined in the decorum code (Chapters 2 and 3).
    2. *Decorum* shall be defined as the rules of proper conduct among Senators used to uphold the ethics. Decorum shall be reached when rules are established such that all Senators have ethical avenues for expression and that those who do not conform to the ethics are punished in accordance with the penal code (Chapter 4).
        1. It is constitutional to punish a Senator or executive board member for acting unethically as a means of compelling said Senator or executive board member to adhere to the established ethical standards of the Senate.
            1. As the code permits punishment explicitly as a means of compelling adherence to the ethics, punishments are constitutional *only* insofar as they function to compel ethical behavior.
        2. Even if a given Senator or executive board member acts unethically, decorum will not have been breached insofar as they are properly punished for their transgression.

Chapter 2. Ethics

Sec. 201. Personal Attacks

1. Senators, non-Senators, and executive board members may not make *ad hominem* attacks on other students in the Senate during discussion, debate, questioning, or endorsement periods;
    1. Indictments ought to be targeted solely at a Senator's ideology, political stance, or remark, and not at that Senator's character;

2. Senators may not indict other Senators' ideologies if those ideologies are not relevant to topic of discussion at hand;
    1. A notable exception is during confirmation hearings, when the ideologies or relevant characteristics of an individual may be relevant in determining whether they will be well suited for the position;
        1. Senators may critique the character of the student whose confirmation hearing it is, only insofar as the indictment is relevant to the position for which that student is applying.

Sec. 202. Rules of Procedure

1. Senators, executive board members, and non-Senators may not speak out of turn while Senate is convened;
    1. A Senator may not interrupt another Senator, unless the Senator speaking is in violation of an ethics law (for proper procedure, see Section 3).
    2. A Senator may not address the Senate without having been called upon by the Speaker, unless it is to ask a question relevant to the current Senate procedure.
    3. The Speaker may make exceptions to 202.1 and 202.1.1 through 202.1.2 and otherwise regulate cross-talk at their discretion.

Sec. 203. Broad Generalizations

1. Senators, executive board members, and non-Senators, may not refer to any individual or group of people in the Senate using race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification -- for concision these will be henceforth referred to as identity labels -- without that group or individual's consent.
2. If the Senator speaking belongs to a given identity group, then they may refer to themselves using that identity label.
3. Senators may not use derogatory identity labels unless directly quoting from a relevant source of information.
    1. Senators may not use derogatory identity labels even if they belong to the corresponding identity group.
4. Reference to different identities ought to be made in a generalized sense - e.g. the LGBTQ community - but not to target a specific group of people in the room - e.g. gay and lesbian Senators.
5. Senators may not hold a given identity group accountable for any action.
    1. Identity groups do not act as a monolith.
6. While reference to identity groups in general is permissible, Senators may not make remarks about certain characteristics shared by all members of those groups.
    1. Note the use of the word 'characteristic,' which is not equivalent to 'struggle'.

Sec. 204. Arguing in Bad Faith

1. Senators, executive board members, and non-Senators may not deliberately argue by way of logical fallacies, such as but not limited to begging the question, a strawman's argument, pedantry, oversimplification, or any other fallacious argument. In addition, Senators, executive board members, and non-Senators may not make grandiose or blatantly untrue statements.
    1. If the validity or truthfulness of a statement is called into question by a Senator, executive board member, or non-Senator (in accordance with Chapter 3 of the Code of Ethics), then the disagreement will be pursued in accordance with the related parts of the Code.
    2. Purposefully presenting an invalid argument as sound in order to mislead shall be followed by penal measures; however, as stipulated in 301.3, if a senator merely erred in their reasoning and apologizes for their mistake and dismisses their comment as fallacious, then no further penal measures may be pursued.

Sec 205. Recording and Reporting

1. To ensure equitable, accessible, and safe coverage on Senate meetings of the Associated Student Government, all students wishing to report must abide by the following guidelines;
    a. 'Attendees' references any ASG member or student body member present at a Senate meeting.
2. Any student attending a Senate meeting with the intention of recording is encouraged to sit at the designated press table, or at a location of convenience where they can observe and report on the meeting (e.g. back of room for filming);
    a. Students not affiliated with Northwestern University student-run publication who wish to record are highly encouraged to notify the Parliamentarian prior to the Senate meeting.
3. Members of Northwestern University student-run publications who are covering Senate meetings and seek to quote student attendees are highly encouraged to obtain permission from the respective attendees prior to publication;
    a. This is especially emphasized if the student's name or personal information would be mentioned in the publication, and mandatory if the publication of their words could result in a threat to the student's security.;
    b. Under the condition that a publication paraphrases, and does not disclose the student's personal identifying information, publications are still encouraged to verify permission.
4. In order to support freedom of the press, transparency between ASG and the Northwestern community, and student safety, special attention must be paid in regards to anonymity of students' statements;
    a. In the event that an attendee (non-Senator) would like to remain anonymous, they have the right to be granted anonymity in cases where safety is a concern.

        i. If a student publication believes that they have reasonable cause to deny the student anonymity, they should bring it up with the Parliamentarian and attendee in question for further discussion;
        ii. In the event a Senator or ASG Executive Board member would like to remain anonymous, they are highly encouraged to bring it up with the student publication and Parliamentarian for further discussion;
    b. Attendees must abide by community guidelines for civil discourse at all times;
        i. Failure to uphold these guidelines may result in intervention by the Parliamentarian or Rules Committee;
    c. Attendees must communicate, either before the Senate meeting through their respective Senator or a member of the ASG Executive Board, or during the meeting via Slack or by contacting an aforementioned representative:
        i. Their desire for anonymity with the press during the publication process;
        ii. Any safety concerns with the press for further clarification;
    d. To ensure the safety and accountability of ASG members, students may request any reporting references their position title rather than name;
    e. The outcome of each case (i.e., discussion to resolve any disagreement over student anonymity) must be in agreement with the needs of ASG members, the press, and the student body.
5. In the event that the Senate votes to declare a meeting not public, whether it be private (see II.6.604.1.b.i.1) or closed (see II.6.604.1.b.ii.1), the press is expected to cease recording of the meeting during this period.
    a. Recording is defined as taking notes, audio recordings, photographing, and filming.
    b. All meeting attendees are expected to abide by the Code of Ethics and relevant community guidelines during this time;
    c. In order to keep ASG transparent and accessible, the Parliamentarian will take notes throughout the duration of private or closed session, omitting any personal identifying information and summarizing any themes and concerns so that the Northwestern community will understand what occurred during the session, but student safety remains uncompromised.
6. In the event of a public live stream or other form of live coverage of a Senate meeting, reporters must announce their intentions for live coverage in advance;
    a. The press announcement of live coverage must be done in a manner that allows attendees who seek anonymity to communicate their desire for anonymity with the press before live coverage;
        i. Anonymity may be obtained by moving seating around, allowing attendees to sit outside of the camera frame. It could also mean stopping the live stream or other form of live coverage for the duration of private discussion.
        ii. Anonymity may also be requested in other forms, and should be brought up to the Parliamentarian for further discussion.
    b. During live coverage, all attendees are expected to abide by the Code of Ethics and relevant community guidelines.

Chapter 3. Decorum

Sec. 301. Points of Ethical Inquiry

1. If a Senator, non-Senator, or executive board member is in violation of Appendix E. Code of Ethics, Chapter 2 during Senate, then other Senators and executive board members may raise a Point of Ethical Inquiry, which takes precedence over all other points, statements, or motions. The Senator raising the inquiry - for the purposes of this Code termed the Plaintiff - once recognized by the Speaker, will then state which area of the ethics code they believe the other - for the purposes of this Code termed the Defendant - has violated. The Plaintiff must then choose whether they wish to pursue an immediate resolution in the Senate (as outlined in Chapter 4) or resolution through the judicial process by referring it to the judicial branch of the Associated Student Government.
    1. Senators may not violate the Code of Ethics when raising an ethical inquiry. If they do, their inquiry is void, and the comment of the original speaker will proceed.
        1. The Speaker will determine if the Plaintiff violated the Code of Ethics in the process of raising their Point of Ethical Inquiry.
        2. In a series of three or more consecutive ethical inquiries, the Senate is not in Decorum. The Defendant will continue their original comment, and all ethics violations will be submitted to the judicial branch of the Associated Student Government after the Senate is adjourned.
    2. Legislation not directly presented through speech is also subject to ethical scrutiny. If a Senator or executive board member believes a piece of legislation to be in violation of the ethics code, then the author of that legislation will be held accountable in the same way that the Defendant would.
    3. Raising a point of inquiry shall serve the purpose of having the Defendant clarify the meaning of their speech or legislation to the Plaintiff and Senate.
2. If the Speaker determines that there is ground for ethical inquiry, then the Plaintiff will have a maximum of two minutes to explain what they believe is the Defendant's violation.
    1. If the Speaker determines that the inquiry has no ground in the ethics code, the Plaintiff may motion an appeal to the Senate to override the Speaker's decision, which must pass by a two-third majority to be enacted.
        1. To motion an override, the Senator or executive board member who is motioning must specify precisely which clause of the ethics code they believe has been violated to give other Senators a point of reference.
3. Once the Defendant hears why they are suspected of an ethics violation, they must apologize, and will be given two minutes (in addition to their remaining speaking time, paused by the ethics inquiry) to rephrase their comment in accordance with the ethics code, or, if they do not believe themselves culpable, follow procedure outlined in 301.4.
4. If the Defendant does not believe they are culpable for an ethics violation, they may state this and give up to a two-minute explanation as to why they believe such.
5. Following this statement, the Senate decorum procedure ends, and the interrupted Senate proceedings will continue from precisely where the proceedings were paused. If the Defendant proceeds with 301.4, the Parliamentarian will automatically make an appeal to

the Judicial Branch of the Associated Student Government for further investigation into the case on behalf of the Plaintiff, unless the Plaintiff states to the Parliamentarian that they do not wish to pursue further investigation.
    1. If the Defendant states that they do not want to pursue an investigation, and a Senator other than the Defendant wishes to pursue further investigation, that senator may appeal to the Judicial Branch themselves.
6. If a Senator, non-Senator, or executive board member believes a piece of legislation to be in violation of the Code of Ethics, they may raise an ethical inquiry against the legislation only while it is New Business. Once a Plaintiff raises a Point of Ethical Inquiry against a piece of legislation, the ethical inquiry will be heard automatically by the judicial branch of the Associated Student Government, unless otherwise requested by the Defendant, before the legislation in question is poised to be heard as Old Business in the Senate.
    1. In the instance that the judicial branch of the Associated Student Government rules that the clause(s) in question need not be removed or "ethically amended," Senators can opt to vote "no with a comment" and state, in two sentences or less, that they do not oppose the legislation as a whole, but a specific part for a specific reason.
        1. The "no with comment" option is only applicable if the vote is not by secret ballot.
        2. Senators may only use the "no with comment" options to bring up ethical issues, not issues of implementation, functionality, constitutionality, or efficacy.
7. Senators and executive board members may not raise the same ethical inquiry, against the same person, on the same subject, more than once in the same Senate session.
8. When bringing up a concern over a student's character, empirical evidence must be provided to warrant the concern.
    1. Evidence of a given character flaw is necessary to avoid slander and give context to the concern at hand.
    2. Warranting the concern includes specifying why the character flaw is pertinent, not solely giving evidence of the flaw.
    3. Failing to provide evidence, or, alternately, a logical reason why evidence is not necessary or being excluded, constitutes an ethics violation.
9. If a Senator or executive board member believes another Senator or executive board member is using the ethics code not to establish decorum but to push a political agenda, they may pursue such an allegation by referring the specific actions/violations to the judicial branch of the Associated Student Government to determine whether the ethics are being implemented in bad faith.
    1. As stipulated previously, evidence must be provided when making such a claim. The active burden of proof is on the Plaintiff to prove that the violation was intentional.
    2. If a Senator is found to be acting in bad faith, they may appeal the decision to the Senate, who may override the judgment by a two-thirds majority.

Chapter 4. Penal Code

Sec. 401. Punishment

1. As the Code permits punishment explicitly as a means of compelling adherence to the ethics, punishments are constitutional only insofar as they function to compel ethical behavior;
    1. If the Defendant fully apologized during Senate, then further punishment is not necessary;
    2. Further punishment may be pursued if and only if the Defendant has been found to have multiple violations pertaining to the same area of the Ethics code.
2. If a Senator, non-Senator, or executive board member is found in violation of the Code of Ethics more than once in a Senate hearing, the Speaker may eject them from the Senate room, suspend their ability to speak for the duration of the congregation, or suspend their ability to vote on legislation since the judicial branch of the Associated Student Government cannot directly interject.
    1. The Parliamentarian, as the head of The Rules Committee, may motion to override the Speaker's decision, and bring said motion to a vote, requiring a two-thirds majority in order to pass.

Appendix D. Accountability for Sexual Misconduct

Chapter 1. Relevant Responsibility of ASG Members to the Undergraduate Student Body

Sec. 101. Membership Requirements

1. ASG must be held accountable to the undergraduate student body on the issue of sexual misconduct, and all members of ASG will undergo a Student Conduct Records Check conducted by ASG's advisor who will be the only person privy to the details of the records check;
    1.1. All members of ASG must sign an agreement consenting to quarterly conduct checks through the Office of Student Conduct and agreeing that, if their student conduct record check indicates that they have been found responsible for a sexual misconduct violation at Northwestern , they will voluntarily remove themselves from the organization and forfeit any privileges and positions afforded to them by their involvement in ASG;
    1.2. Other violations of student conduct shall not be considered, as the focus of this check is sexual misconduct;
    1.3. Current members of ASG who have not undergone a Student Conduct Records Check will undergo this check as soon as possible and sign the removal agreement.
2. ASG must be held accountable to the undergraduate student body on the issue of sexual assault, and all members of ASG Senate and the ASG Executive Board must undergo a training conducted by the Center for Awareness, Response, and Education (CARE), the completion of which shall be monitored and documented by the Parliamentarian;

2.1. All members of ASG must complete a training pertaining to dismantling rape culture, teaching proper protocol for reporting sexual assault, strategies for supporting survivors, and facilitating conversations on sexual assault;
2.2. All senators and executive board members must complete CARE training upon their appointment or election to ASG;
2.3. The Parliamentarian has the right to implement seat revocation upon the senator's failure to complete CARE training, as specified by II.ASGC.1.105.1;
2.4. Consequences for not fulfilling this requirement shall be assessed by the Committee on the Rules;
2.5. The completion of CARE training by senators who occupy a position on an ASG-funded student organization's executive board will satisfy this requirement but will not count toward the satisfaction of the executive board CARE training mandate for ASG-funded student organizations;
2.6. Senators and executive board members who do not feel comfortable completing CARE training may reach out to the Office of Equity at SexualMisconduct@northwestern.edu to receive an exemption from this requirement.

Sec. 102. Removal of Senators and Executive Officers Due to Sexual Misconduct

1. Should a Senator or Executive Officer be found to have a violation of Student Conduct related to sexual misconduct, they must resign as specified in their signed agreement and are hereby prohibited from re-entering the organization;
    1.1. The Senator or Executive Officer in question may appeal to the ASG advisor, and the advisor has the discretion to allow the Senator or Executive Officer to remain in the organization. This appeal can only be granted to students who have been found responsible for sexual misconduct violations that have not, in the ASG advisor's discretion, harmed another person;
    1.2. If a Senator or Executive Officer is removed or resigns before the Senate, a replacement will be found as per the procedure for an early vacancy for the position in question.

Sec. 103. Removal of Committee Members Due to Sexual Misconduct

1. All members of committees -- whether standing or ad-hoc or specialized committees -- will also be subject to a Student Conduct Record Check before beginning to serve on the committee;
2. Committee members must sign the same agreement given to Executive Officers and Senators;
3. Though not bound by the same rules or standing as the Senate and Executive Officers, all non-Senate and non-Executive Officer committee members, if found responsible for a sexual misconduct violation, must resign from their position immediately as per the signed agreement and are hereby prohibited from re-entering the organization;
    3.1. The committee member in question may appeal to the ASG advisor, and the advisor has the discretion to allow the Senator or Executive Officer to remain in the

organization. This appeal can only be granted to students who have been found responsible for sexual misconduct violations that have not, in the ASG advisor's discretion, harmed another person;

3.2. If a committee member is removed or resigns before the Senate, the Chair or chair of the committee can address the vacancy as they see fit.

Appendix E. Internal Mandates

Chapter 1. Mandates

Sec. 101. Wellness Guidelines

1. Wellness guidelines for Members shall be established as follows:
    1.1. Meetings scheduled by members must be held between the hours of 7am and 10pm, and no meetings may be held on Saturday;
    1.2. Messages over Slack or Email may only be sent between the hours of 6am and 11:59 pm;
    1.3. No more than 10 hours per week of ASG-related meetings shall be completed by each member;
    1.4. All members of the executive must complete training by the end of fall quarter unless a valid excuse from the requirement is provided through the processes established for CARE training;
    1.5. All infractions of the wellness guidelines shall be referred to the disciplinary process detailed in IV.ASGC.4.404;
    1.6. In the case of extreme temperatures (below 0° Fahrenheit, accounting for wind chill, or above 100° Fahrenheit), ASG meetings shall not take place in person;
        1.6.1. Meetings may continue on Zoom.

Appendix F. Student Organizations and Activities Constitutional Guidelines

Chapter 1. Guidelines

Sec. 101. Advisor

1. This RSO has an advisor. The advisor is a paid Northwestern staff member, faculty member, or graduate assistant and provides advisory support for the officers and members of the organization. In addition, our advisor completes required paperwork and may be expected to attend trainings or complete specific tasks as determined by SOA. Our advisor has reviewed available resources on the SOA website. This RSO is responsible for promptly communicating a change of advisor to SOA. This Organization is expected to identify a new advisor within 30 business days or risk forfeiting its RSO status. The organization is also expected to update 'Cats on Campus with this information.
2.

Sec 102. Membership Eligibility

1. Members of this RSO are expected to meet minimum commitments as defined by the executive board. Members who fail to meet minimum commitments may receive written notice, potentially resulting in removal from future opportunities and ineligibility for returning to membership/executive board. Membership in this RSO is open to all enrolled undergraduate Northwestern students, except those exempted from Title IX compliance. Faculty, administrators, staff members, and alumni of Northwestern may also be invited to attend meetings and events at the discretion of the RSO leadership or advisor. Only enrolled students who are members may vote on decisions related to member positions (e.g., who should be the next President). For more information regarding policies pertaining to non-enrolled students seeking RSO involvement, please refer to the Non-Enrolled Students section in the Student Handbook.

Sec. 103. Executive Board Eligibility and Qualifications

1. Executive members in this RSO are full-time, degree-seeking students paying the student activity fee at Northwestern (unless otherwise approved by the Executive Director of Campus Life).

Sec. 104. Impeachment and Removal

1. Impeachment in this RSO is defined as removing a student from their executive board or officer duties. Impeachment from an executive board position does not remove a student from an organization altogether. Removal denies the opportunity for a student to be a member of the organization. Impeachment of an

executive board member in this RSO must pertain specifically to the student's inability to meet the duties of their role as outlined in this RSO's constitution and may be initiated only after a direct conversation with the student(s) and an opportunity for them to correct the mistake or behavior. Examples of this may include failure to meet attendance expectations, task deadlines, or communicate in a productive manner. Identifying these expectations as explicitly and clearly as possible in the RSO's constitution is critical. General members whose roles may be loosely defined may not be impeached. However, failure for a general member to fulfill participation expectations may be considered in decisions related to appointing or electing board members. This RSO may not invoke removal of an individual member when behavior of concern is not outlined in the constitution. This RSO's members are encouraged to report concerns that might implicate policies within the Student Handbook to the Office of Community Standards or Office of Civil Rights & Title IX compliance accordingly.

2. Procedure for Officer Impeachment

   If this RSO seeks to impeach a member from their specific role, the appropriate representative of the RSO must communicate this intention via email to:
   A full-time SOA staff representative (studentorgs@northwestern.edu); 7 This RSO's Advisor

Sec. 105. Handling of Funds

1. This article outlines procedures for the handling of organizational funds. This RSO abides by Northwestern rules regarding handling of funds and may not function as a for-profit enterprise.
2. Section I – Student Organization Finance Office All funds collected will be deposited in our student organization's Student Organization Finance Office (SOFO) account. For organizations with an active SOFO account, SOFO serves as the chief authority for all University policies, procedures, and practices impacting the management of RSO funds. Questions related to RSO 8 accounting practices, reporting, fundraising, and/or any other financial activity should be directed to SOFO. Any RSO funds collected by Northwestern will be deposited in the RSO's SOFO account. Section II –
3. Dissolution of Organization All RSOs must clearly articulate how any remaining funds and/or outstanding debts will be managed if the RSO is dissolved. The RSO's plan must align with Northwestern's financial guidelines. After one year of inactivity, a SOFO account will be deactivated with any remaining funds no longer available to the RSO.

Sec. 106. Annual Review

1. This RSO will review its constitution annually during its leadership transition process.

Sec. 107. Statement of Non-Discrimination

1. This RSO prohibits discrimination and harassment on the basis of race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law (referred to as "protected statuses or protected characteristics"). Prohibited discrimination based on sex includes sexual misconduct, including but not limited to, sexual harassment, sexual assault, sexual exploitation, stalking, and dating or domestic violence. Such conduct violates Northwestern's values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. Notwithstanding the above, an RSO may petition to restrict its membership where permitted under applicable law or guidance, as determined in the discretion of the University, based on (a) sex (e.g. fraternity and sorority membership, all-male or all-female performance groups, etc.), or (b) ability to perform core activities related to the organization's mission (e.g., competitive teams or performance-based groups). Petitions must be submitted in writing to the Office of Campus Life and will be considered based on both the RSO's constitution and its actual practices.

Sec. 108. Anti-Hazing Statement

1. It is the responsibility of all students/student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members. Hazing leads to dysfunction within the organization and is ineffective at creating teamwork, respect, and unity, and it is an unproductive and hazardous custom that is forbidden by the University. It is the responsibility of organizational leaders to familiarize themselves with Northwestern's definition of hazing, prevent and/or stop hazing from occurring within the organization, and report it when it does occur. Students can find additional information, including the policy, report form, and resources at the Northwestern Hazing Prevention website.

Sec. 109. Statement of Compliance With Campus Regulations

1. This organization shall comply with all Northwestern University policies and procedures, including but not limited to, those policies set forth in the Northwestern University Student Handbook, as well as local, state, and federal laws. This organization acknowledges that the University has the authority to investigate reports of discrimination, harassment, sexual misconduct, and student code of conduct violations made by University students against members of the student organization or the student organization, and to determine appropriate sanctions, which may include suspension or dissolution of the organization, restrictions on the rights of the organization to use

University funds and/or facilities, and access to University services and resources. The organization's members' failure to comply with the University's policies may result in the University severing all ties with the student organization.

Editor's Note: How to Manage This Document

Title is always in Lato 21 (only used once, at the top of the document)

Subtitle is for the word "Code", used once at the top. Lato 18, italics.

Heading 1 is for the Code's Titles (the main subdivisions). Lato 16.

Heading 2 is for Chapter titles. Lato 13, bold. Flush with the side of the page.

Heading 3 is for section numbers.

1. Normal is for ALL body clauses.
    1.1. All clauses are numbered.
        1.1.1. The numbering system is the top-right selection in the Google Doc numbering options.
            1.1.1.1. The system is 1, 1.1, 1.1.1, and so on and so forth.

~~First line of clauses are indented as seen below (this is the default when a numbered list is started)~~