

Bylaws of the George Washington University Student Government Association¹

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Part I. General Provisions

Chapter 101. In General

Section 10101. Mandate

- (a) These Bylaws are promulgated in accordance with Article X, section 4 of the Constitution and are to be continuous from academic year to academic year.

Section

Section 10102. Nonwaiverability

- (a) No Bylaw may be waived by any officer or body of the Student Government Association unless explicitly permitted under these Bylaws.

Section 10103. Disciplinary Action

- (a) Violations of these Bylaws are sufficient grounds for disciplinary actions to be taken against Student Government Association members in violation.
- (b) A member of the Student Government Association subject to disciplinary action may be represented during any adjudication conducted pursuant to these Bylaws or the Constitution only by an enrolled undergraduate or graduate student of The George Washington University.

Chapter 102. Definition and Rules of Construction

Section 10201. Rules of Construction

- (a) For the purposes of these Bylaws, [Part VIII](#) and [Part IX](#), the definitions under this Chapter shall apply.
- (b) For the purpose of these Bylaws, except [Part VIII](#) and [Part IX](#),— 23
 - (i) words importing the singular include and apply to several persons, parties, or things;
 - (ii) words importing the plural include the singular;
 - (iii) words importing the masculine gender include the feminine as well, vice versa;
 - (iv) words used in the present tense include the future as well as the present; and
 - (v) “writing” or “written” includes printing and typewriting and reproductions of visual symbols by photographing, multi graphing, mimeographing, manifolding, or otherwise.

Section 10202. Definition

- (a) “ADVICE AND CONSENT” shall mean the approval of a simple majority of Senators Present and Voting of executive appointments, unless otherwise stated in these Bylaws.
- (b) ATTENDANCE.—The following definitions are to be used for the purpose of recording Senator attendance in Senate and committee meetings:
- (c) ABSENT.—The term “absent” means that a Senator is not present, virtually present, or present by proxy and must be notated as “A”.
- (d) EXCUSED ABSENCE.—The term “excused absence” means that a Senator who provides documentation may not have their absence count against them and must be notated as “E.”
- (e) PRESENT.—The term “present” means that a Senator is physically present and must be notated as “P”.
- (f) PRESENT BY PROXY.—The term “present by proxy” means that a Senator has delegated their voting power to another designated Senator and must be notated as “Proxy” followed by the designated Senator’s last name

- (g) VIRTUALLY PRESENT.—The term “virtually present” means that a Senator is using any approved form of technology and must be notated as “VP.”
- (h) COMMITTEE MEETING.—The term “committee meeting” means any officially called meeting of a Senate advisory, ad hoc, special, standing, or sub-committee.
- (i) CAUCUS.- An organization composed exclusively of three or more Senators, that elects or appoints officers and recognizes identified Senators as members of the organization, and that exists for research, the support of policy development, and interests that the membership hold in common and that extends beyond the jurisdiction of an existing committee.
- (j) CONSTITUENCY FOR THE PURPOSES OF A REFERENDUM OR A CONSTITUENCY AMENDMENT PUT TO THE CAMPUS.—The term “constituency for the purposes of a referendum or a constituency amendment put to the campus” means the total number of students participating in the election.
- (k) CONSTITUENCY OF A SENATOR.—The term "constituency of a Senator" means, whether the Senator is elected or appointed, the members of the full-time and part time student community enrolled in a degree program within the Senator's school or division of the Senator as determined by the registrar.
- (l) CONSTITUENCY OF THE Student Government Association PRESIDENT.—The term “constituency of the Student Government Association President”, means, whether the Student Government Association President appointed or elected, all members of the full-time and part-time student community enrolled in a degree program within the University as determined by the registrar.
- (m) CONSTITUENCY OF THE Student Government Association VICE PRESIDENT.—The term “constituency of the Student Government Association Vice President” is appointed or elected, all members of the full-time and part-time student community enrolled in a degree within the University as determined by the registrar.
- (n) EXECUTIVE CABINET.—“The term “Executive Cabinet” means the cabinet defined in Article XI, Section 1 of the Constitution.
- (o) EXECUTIVE SESSION.—The term “executive session” means a closed meeting of the Senate, or any of its respective committees or assemblies, where all non-Senators are excluded from the meeting except the President and Vice President, Senate staff, and individuals invited for the business of the closed meeting by either the Presiding Officer or a majority of Senators Present and Voting.
- (p) FIRST YEAR STUDENT.—The term “first-year student” means an individual who has been enrolled as an undergraduate or graduate student at The George Washington University for less than one (1) academic year.
- (q) FULL SENATE.—The term “Full Senate” means all seats allocated to the Senate whether or not these seats are occupied, and regardless of eligibility of vote.
- (r) OFFICER REPORT. The term “officer reports” means reports given by the President, Vice President, Chief Justice, and any member of the Executive branch who would like to address the Senate.
- (s) PRESIDING OFFICER.—The term “Presiding Officer” means the Vice President, or in their absence, the individual designated by these Bylaws to assume the chair of the Senate.
- (t) PUBLIC COMMENT.—The term “public comment” means the period during any meeting during which any member of the University community who is not a Senator may address the Senate.

- (u) **RESOURCE GROUP.**—The term “resource group” means a group of people with a detailed purpose consisting of Student Government Association officers, with the possible inclusion of members who are not officers in the Student Government Association.
- (v) **SENATE COMMITTEE.**—The term “Senate Committee” means any advisory, ad hoc, special, standing, or sub-committee created by the Senate.
- (w) **SENATE MEETING.**—The term “Senate meeting” means any officially called meeting of the Full Senate.
- (x) **SENATE MEMBERSHIP.**—The term “Senate membership” means those in office as 12 defined by Article X, section 2 of the Constitution.
- (y) **SENATE VACANCY.**—The term “Senate vacancy” means the time when the 14 Presiding Officer has been notified of the resignation, death, permanent incapacity, 15 recall, removal, or ineligibility of a Senator.
- (z) **SENATOR.**—The term “Senator” means an elected or appointed member of the Senate.
- (aa) **Student Government Association SUBSIDIARY.**—The term “Student Government Association subsidiary” means any organization run by members of any branch of the Student Government Association on behalf of the Student Government Association excluding the Joint Elections Commission.
- (bb) **STUDENT LEADER.**—The term “Student Leader” means a student enrolled at The George Washington University who currently holds a position on the executive board of any undergraduate or graduate student organization recognized by the Student Life Office.
- (cc) **SURVEY.**—The term “survey” means any questionnaire created for the purposes of collecting and analyzing detailed data regarding the thoughts, behaviors, experiences, attitudes, or demographics of the student body.
 - (i) This may not include questionnaires meant to gauge student interest in attending an event or questionnaires that are less than five (5) questions long and are meant to gather general student sentiment in a primarily open-ended format.
 - (ii) To be publicly promoted using Student Government Association platforms, Surveys must be approved by the Senate in accordance with these Bylaws.
- (dd) **SUSPENSION.**—The term “suspension” means the sanction under which an officer of the Student Government Association keeps the title but loses the powers, privileges, and responsibilities of the position to which such individual was elected or appointed.
- (ee) **TIME.**—
 - (i) Throughout these Bylaws, the use of any time period stated in hours, unless specifically stated otherwise, is to be construed giving meaning to a period of days, not to a literal allotment of time as calculated by the hours and minutes of such a period.
 - (ii) The time period used within these Bylaws, unless otherwise designated as a time period of calendar days, are to be calculated to include weekends and holidays, but will exclude those days that may fall within any of the following scheduled vacations of the University: Fall Break, Thanksgiving, Winter Break, Spring Break, and Summer Vacation.
- (ff) **VOTING.**—
 - (i) **FULL SENATE.**—The term “Full Senate” means all seats allocated to the Senate by Article X, section 2 of the Constitution, whether or not these seats are occupied.

- (ii) SENATORS PRESENT.—The term “Senators Present” means all Senators, excluding those on suspension, who are recorded as Present, Virtually Present, or Present by Proxy and have not informed the Senate Secretary of their permanent departure from the meeting.
- (iii) SENATORS PRESENT AND VOTING.—The term “Senators Present and Voting” means those Senators who cast a vote of yea or nay on a substantive matter, abstentions notwithstanding.
- (iv) VOTING SENATORS.—The term “Voting Senators” means all Senators, excluding those on suspension.

Chapter 103. Amendments

Section 10301. Proposed Amendments

- (a) Any proposed amendments, including alterations and additions, to these Bylaws, except [Part VIII](#) and [Title VIII Chapter I - Article 41 -5](#), shall be made in accordance with this Chapter.
- (b) Amendments shall be proposed in writing by a senator at the Senate

Section 10302. Referral

- (a) Any proposed changes or additions unrelated to either [Part V](#) or [Part VIII](#) of these Bylaws must be referred to the Governance and Nominations Committee, which shall review the legislation to ensure the proposal—
 - (i) generally conforms with the structure of these Bylaws;
 - (ii) is carefully tailored to meet the proposed objective; and
 - (iii) does not conflict with the Student Government Association’s governing documents.
- (b) After the Committee completes its review of the legislation, the legislation must be submitted to the Senate for their review through the normal legislative process.

Section 10303. Voting threshold

- (a) Any legislation which alters, amends, or repeals any provisions of these Bylaws must be approved by two thirds (2/3rds) majority of the Senate membership.

Section 10304. Pubic Availability

- (a) The Senate Secretary shall update these Bylaws as they are altered by an act of the Senate and then immediately, upon modification, make publicly available the amended Bylaws to the Full Senate, Student Government Association members, and placed on the Student Government Association website.
- (b) There must be at least two (2) official copies of the Bylaws maintained in the Student Government Association Google Drive.
 - (i) (1) One (1) copy must be formatted as a PDF.
 - (ii) One (1) copy must be formatted as a ‘View only’ Google Document.

Section 10305. Authorized to Modify

- (a) Only the Presiding Officer, Senate Secretary and Chairperson Pro-Tempore are authorized to make changes approved by the Senate to the official copies of these Bylaws.

Chapter 104. Emblems of The Student Government Association

Section 10401. Creation

- (a) Changes to the official emblem of The George Washington University Student Government Association falls under the jurisdiction of the Executive Branch

- (b) Any proposed changes to the official emblem of the George Washington University shall be approved by the Senate

Section 10402. Amendment to the Emblem

- (a) After a brief presentation of the emblem by a designated member of the Executive Branch, the Senate shall vote on whether to approve by a two-thirds (2/3rds) majority of the Senate membership on the newly-created emblem.

Chapter 105. Land Acknowledgement

- (a) Every event and meeting hosted or sponsored by the Student Government Association must begin with a verbal statement of the following land acknowledgment: “The George Washington University Student Government Association acknowledges that The George Washington University resides on ceded and unceded traditional and ancestral homelands of Tribes, Bands, and First Nations of the Anacostan, Piscataway, and Pamunkey peoples who have served as stewards of this land since time immemorial.”

Chapter 106. Communication Account Management

Section 10601. In General

- (a) Permitted usage of electronic communication by the Student Government Association consists of—
 - (i) advocacy & awareness;
 - (ii) promotion of news, events, resources, and thoughtful discourse;
 - (iii) sharing of photos and videos;
 - (iv) strengthening Student Government Association branding;
 - (v) responding to questions or issues from our community;
 - (vi) reaching different audiences and communities;
 - (vii) building communities; and
 - (viii) updating the public on the latest Student Government Association achievements and publications.

Section 10602. Electronic Communication Account Management

- (a) Accounts
 - (i) The Student Government Association shall open and manage its official electronic communication accounts on platforms approved by the Communications Director.
 - (ii) The Communications Director is the primary manager of Student Government Association channels.
- (b) Authorized Users
 - (i) Authorized administrators for Student Government Association accounts are—
 - (1) the President;
 - (2) the Vice President;
 - (3) the Communications Director;
 - (4) the Chief of Staff to the President;
 - (5) the Chief of Staff to the Senate; and
 - (6) the Senate Communications Director.
- (c) Content Requests
 - (i) Student Government Association members may request

- content from Student Government Association officials who are responsible for graphic design.
- (ii) Authorized officials are responsible for approving and publishing content for Student Government Association channels.
- (d) Account Information
 - (i) Usernames and passwords of Student Government Association Electronic Communication platforms must be confidential.
 - (ii) The passwords may not be shared with individuals other than the other authorized administrators.
 - (iii) Upon confirmation, the new Communications Director shall change the passwords of all Student Government Association accounts.
- (e) The Commissioner of the Joint Election Commission shall approve all content regarding elections and referendums before publication on the Student Government Association accounts.

Section 10603. Subsidiary Electronic Communication Management

- (a) Subsidiaries may establish and maintain electronic communication accounts for their organizations.
- (b) Administrators
 - (i) Student Government Association subsidiaries may appoint electronic communication administrators within their organizations.
 - (ii) Authorized administrators appointed within subsidiaries shall maintain subsidiaries' accounts.
- (c) ACCOUNT INFORMATION
 - (i) Usernames and passwords of all electronic communication platforms must remain confidential.
 - (ii) The passwords may not be shared with individuals outside the authorized administrators and leadership officials within the Student Government Association sponsored group.
 - (iii) Account passwords must be changed after power transitions to new authorized administrators from departing administrators.
 - (iv) Subsidiaries under the Executive Branch shall share account passwords with the Communications Director.
 - (v) Subsidiaries under the Legislative Branch shall share account passwords with the Chief of Staff to the Senate and Senate Communications Director.

Section 10604. Guidelines For Electronic Communication Content

- (a) Electronic communication content created, posted, or shared on behalf of the Student Government Association and its subsidiaries must—
 - (i) adhere to all applicable University, District of Columbia, federal, and National Collegiate Athletic Association policies, including those addressing—
 - (1) harassment, discrimination, and bias;
 - (2) the privacy of members at GW;
 - (3) confidential information;
 - (4) copyright and trademark; and
 - (5) computer usage and information security;
 - (ii) comply with the terms of use for the platform used;
 - (iii) be respectful and reflect the University's diverse community; and

- (iv) be accurate and factual and verify relevant information with a source in advance.
- (b) Electronic communication content created, posted, or shared on behalf of the Student Association will not—
 - (i) disclose any regulated, restricted, or otherwise non-public information;
 - (ii) include content reposted without the consent of the party responsible for the original post;
 - (iii) be abusive, threatening, defamatory, obscene, harassing, or personal attacks;
 - (iv) be inciting or antagonistic; or
 - (v) threaten actions of mental or physical harm.
- (c) The Student Government Association reserves the right to remove responses and comments that reflect content noted under paragraph (2).
- (d) The Communications Director and authorized appointees of subsidiaries shall remove posts on corresponding electronic communication at the request of two-thirds (2/3rds) of the Full Senate in the form of a bill.
- (e) Violations of this section by Student Government Association members may be grounds for initiating disciplinary procedures under Part IV.

Chapter 106. Student Government Association Graduate Divisions

Section 10701. Structure and Governance

- (a) Graduate Divisions shall be subordinate governments of the Student Government Association that govern the finances and affairs of the local graduate constituency.
- (b) The powers not delegated to the Student Government Association by the Constitution, nor prohibited by it to the Graduate Divisions, are reserved to the Graduate Divisions.
- (c) No Graduate Division shall make or enforce any law which shall abridge the privileges or immunities of graduate students enjoyed under the Student Government Association.
- (d) Graduate Divisions shall make no law contradictory to the University Policies on Student Rights and Responsibilities, Student Code of Conduct, Student Government Association Charter, or Student Government Association Constitution.
- (e) All registered student organizations affiliated with a graduate school, or the graduate division of a school, shall be constituent organizations of their respective Graduate Division government.
- (f) Elected members of the SGA Senate representing a graduate school shall serve as *ex officio* members of their respective Graduate Division when such Graduate Divisions have been ratified pursuant to Section 10704.

Section 10702. Admission of Graduate Divisions

- (a) Graduate umbrella student organizations existing before December 31, 2023, are eligible to charter under Student Government Association as a Graduate Division in their existing form without referendum.
- (b) Graduate umbrella student organizations formed or reorganized after December 31, 2023, are eligible to charter under the Student Government Association, only if the intended graduate constituency approves of such charter through a referendum by a simple majority vote.
- (c) Students of a graduate school, or the graduate division of a school, seeking to charter a Graduate Division under the Student Government Association, but for which no graduate umbrella student organization currently exists, shall be eligible to charter under the Student Government Association provided that—

- (i) Five percent (5) of the graduate constituency intended for the Graduate Division signs a Petition for Charter; and
- (ii) The graduate constituency intended for the Graduate Division approves of the charter through a referendum by a simple majority vote.
- (d) No new Graduate Division shall be formed within the constituency of any other Graduate Division, nor any Graduate Division formed by the junction of two or more Graduate Divisions, or parts of Graduate Divisions, without the consent of the legislatures of the Graduate Divisions concerned as well as the Student Government Association Senate.
- (e) A proposed charter must include at least five (5) articles, entitled—
 - (i) Membership;
 - (ii) Authority;
 - (iii) Responsibilities;
 - (iv) Powers; and
 - (v) Enabling.

Section 10703. Application for Charter

- (a) Graduate student organizations or graduate constituencies eligible to charter under the Student Government Association may apply to the Student Government Association Senate for admission.
- (b) An Application for Charter must include—
 - (i) A letter of recommendation from the Dean, or the Dean's Designee or the Faculty Senate of their respective graduate school, or the graduate division of a school;
 - (ii) A proposed charter for the Graduate Division;
 - (iii) Results from their respective graduate constituency's referendum, only if eligible under Section 10702(c) or 10702(d); and
 - (iv) Approval from their respective graduate umbrella student organization legislature, only if eligible under Section 10702(a).
- (c) Applications for Charter must be submitted to the Student Government Association Vice President and Chairperson Pro Tempore of the Student Government Association Senate.

Section 10704. Ratification of Charter

- (a) Upon receipt of an Application for Charter, the Student Government Association Vice President shall refer the matter to the Committee on Governance and Nominations for consideration within five (5) days.
- (b) If favorably reported by the Committee on Governance and Nominations, the Student Government Association Senate must ratify the charter by two-thirds (2/3rds) majority vote.
- (c) Upon written approval by the President, or after seven (7) days without approval or veto by the President, the charter of the Graduate Division shall be ratified.
- (d) The current registered Graduate Divisions are—
 - (i) Elliott School Graduate Board;
 - (ii) Graduate School of Education and Human Development Student Government Association;
 - (iii) Master of Business Administration Association of the School of Business;
 - (iv) The George Washington University Medical Center Student Council;
 - (v) Public Health Student Government Association of the Milken Institute School of Public Health; and
 - (vi) Student Bar Association of the George Washington University Law School.

Section 10705. Graduate Division Finances

- (a) The Student Government Association shall appropriate to each Graduate Division no less than the amount equal to the sum of money paid by their constituents to the Student Government Association through the Student Government Association Fee.
- (b) The Org Help Finance Desk, with assistance from the Committee Chairperson, shall allocate current fiscal year allocations to each Graduate Division by September 30 of each fiscal year.
- (c) All Graduate Divisions shall be responsible for re-allocating current fiscal year student body funds to their constituent student organizations by June 30 of each fiscal year.
- (d) Each Graduate Division shall submit a year-end report to the Student Government Association Finance Committee Chairperson by April 1.

Part II. Legislative Branch

Chapter 201. Senators

Section 20101. Powers of Senators

- (a) Senators shall be empowered to—
 - (i) sponsor legislation through the legislative process;
 - (ii) call upon any member of the executive branch, including the President, to appear before the Full Senate or Senate Committee to give a report and answer questions on a particular issue or issues by submitting a petition containing the signatures of at least five (5) Senators to the Presiding Officer or Committee Chairperson;
 - (iii) call upon the Executive Branch to disclose information or documents by submitting a petition containing the signatures of at least five (5) Senators to the Presiding Officer;
 - (iv) establish special committees as needed; and
 - (v) override statements by the Executive Branch with a two-thirds (2/3rds) majority of Senators present via a motion, seconded motion, and subsequent debate.

Section 20102. Internal Duties and Responsibilities

- (a) Senators shall—
 - (i) faithfully represent their respective constituencies to the best of their ability through voting or, if necessary, abstaining, participating in Senate discussions, and executing advocacy projects;
 - (ii) be prepared for all Senate and committee meetings to ensure efficient and dutiful use of time;
 - (iii) send written statements for committee reports and public comments to the Senate Secretary prior to a Senate meeting;
 - (iv) attend their respective committee meetings and Full Senate meetings;
 - (v) attend organized retreats and trainings with reasonable allowances made for absences at the discretion of the Presiding Officer;
 - (vi) complete and submit goal sheets to the Presiding Officer one (1) calendar week before the start of the academic year;
 - (vii) submit an end of term report to the outgoing and incoming Vice President outlining what was worked on and what was accomplished during their term as a Senator by

- (viii) the last day of that year's academic calendar; effectively communicate with the Presiding Officer, Chairperson Pro Tempore, and Committee Chairpersons and Vice Chairpersons any questions, concerns, or suggestions regarding this and any other matter;
- (ix) adhere to University rules and regulations regarding conduct; and
- (x) act with dignity and integrity, both inside and outside of Senate meetings, reflecting the Student Government Association's higher standard for ethical behavior and professionalism.

Section 20103. External Duties and Responsibilities

(a) Senators shall—

- (i) hold one (1) publicized office hour per week per constituency during Fall and Spring semesters in a central campus location or through virtual methods to meet with constituents and work on projects;
- (ii) attend meetings of student organizations comprised of their respective constituents to stay informed about issues facing students;
- (iii) meet with administrators, faculty, staff, and student organizations to discuss projects, legislation, and receive feedback;
- (iv) attend two (2) diversity and inclusion educational sessions one (1) per fall-spring semester; and attend two (2) diversity and inclusion educational sessions per academic year and one (1) per semester;
 - (1) Acceptable training and educational opportunities are subject to the final approval of the Presiding Officer and may include any session led by the Multicultural Student Services Center, a campus-affiliated faith-based center or organization, any training organized by the Senate Staff, training organized by a registered student organization, or any additional outside educational opportunities.
 - (2) If a diversity and inclusion educational session is not approved by the Presiding Officer, then the Senator may appeal to the Full Senate to be approved by a two-thirds (2/3rds) majority of Senators present.
- (v) attend three (3) university campus events per year, including, but not limited to, athletic events, artistic performances, cultural celebrations, student organization events, whether in person or virtual.
 - (1) Any diversity and inclusion educational sessions under [Section 20103\(a\)\(4\)](#) of this Code are classified as university campus events. Any diversity and inclusion educational sessions led by the Multicultural Student Services Center, a campus affiliated faith-based center or organization, any training by a registered student organization counts as a George Washington University campus event.

Section 20104. Failure to Fulfill Duties and Responsibilities

- (a) Per Article XV of the Constitution, failure to fulfill the duties or responsibilities outlined in this Bylaw may constitute grounds for disciplinary proceedings pursuant to Part IV.
- (b) Grounds for removal do not necessitate disciplinary proceedings nor removal of a Senator.

Chapter 202. Senate Officer and Administration

Section 20201. Presiding Office of the Senate

- (a) The Presiding Officer is non-voting ex officio members of all Senate Committees.

Section 20202. Senate Chairperson Pro Tempore

- (a) The Chairperson Pro Tempore is non-voting ex officio members of all Senate Committees.

Section 20203. Senate Committee Chairpersons

- (a) Each Committee Chairperson shall—
 - (i) set the agenda for their committee; and
 - (ii) prepare committee reports to present at each Full Senate meeting.

Section 20204. Elections for Senate Officers

- (a) No Senator may hold more than two (2) Standing Committee leadership position (Chairperson or Vice Chairperson) at any time, with the exception of positions held on the Committee on Governance and Nominations.
 - (i) No Senator may hold more than one (1) Chairperson position at a given time
 - (ii) Senators already holding one (1) leadership position may only run for a second leadership position if there are no other candidates.
- (b) Nominations and elections by the Full Senate for each Chairpersonship must occur by 4 the end of the first meeting of the Senate-elect in the following order:
 - (i) Governance and Nominations (Chairperson Pro Tempore);
 - (ii) Financial Services and Allocations Committee;
 - (iii) Physical Facilities and Urban Affairs Committee;
 - (iv) Graduate Education Policy Committee;
 - (v) Undergraduate Education Policy Committee;
 - (vi) Graduate Student Life Committee; and
 - (vii) Undergraduate Student Life Committee.
- (c) After the approved assignment of committee membership, a Committee Vice Chairperson must be elected from among the membership of each Committee, in the following the same order under [Section 20204\(b\)](#).

Section 20205. Resignation or Removal of Committee Chairpersons and Vice Chairpersons

- (a) A Chairperson or Vice Chairperson may voluntarily resign by submitting a letter to the Presiding Officer and Chairperson Pro Tempore.
- (b) If a Committee Chairperson or Vice Chairperson is at any time unable or unwilling to fulfill their duties in a manner acceptable to the Senate, they may be removed from their position.
 - (i) To remove a Chairperson or Vice Chairperson who is unable or unwilling to perform their duties, a petition requesting removal, stating the specific reasons for removal, and signed by at least one-third (1/3rd) of Senators Present must be submitted to the Presiding Officer at a Senate meeting.
 - (ii) If the Committee Chairperson or Vice Chairperson is not present at the meeting at which the petition is presented, they must be informed of the petition within twenty-four (24) hours after the meeting.
 - (iii) The petition must be voted on at the next Senate meeting after a discussion and debate.
 - (iv) The Chairperson or Vice Chairperson is to be removed by a two-thirds (2/3rds) vote of the Full Senate.

Chapter 203. Standing Committees

Section 20301. Establishment

- (a) The Senate Standing Committees are—
 - (i) the Governance and Nominations Committee;
 - (ii) the Graduate Education Policy Committee;
 - (iii) the Undergraduate Education Policy Committee;
 - (iv) the Graduate Student Life Committee;
 - (v) the Undergraduate Student Life Committee;
 - (vi) the Financial Services and Allocations Committee;
 - (vii) the Physical Facilities and Urban Affairs Committee;
 - (viii) the Sustainability Committee; and
 - (ix) The Community Advocacy and Inclusion Committee.

Section 20302. Committee Assignment

- (a) After the election of the Committee Chairpersons, membership for each Committee, with the exception of the Governance and Nominations Committee, must be determined by the Presiding Officer and Chairperson Pro-Tempore.
 - (i) The Presiding Officer and Chairperson Pro-Tempore shall take into account each Senator's preference for a standing committee assignment while keeping an even balance between all committees with no more than a five (5) member difference.
 - (ii) The Senate shall approve committee assignments by two-thirds (2/3rds) majority of the Senators Present.
- (b) After the approval committee assignments for all standing Committees, if there are any Senators who have not been elected to any Standing Committee, they must be assigned to fill vacancies on the Standing Committees by the Chairperson Pro Tempore.
 - (i) The Chairperson Pro-Tempore shall take into account each Senator's preference for a Standing Committee assignment while keeping an even balance between all committees with no more than a five (5) member difference.
 - (ii) The Senate shall approve committee assignments by two-thirds (2/3rds) majority of the Senators Present.
- (c) Senators may change their committee membership with approval of the Presiding Officer and Chairperson Pro-Tempore or by two-thirds (2/3rds) majority of Senators Present.
 - (i) The Presiding Officer or Chairperson Pro-Tempore shall then notify the Senate and relevant Chairpersons.
 - (ii) Within twenty-four (24) hours of notification, the Chairperson shall add the Senator to include methods of communication that the Committee utilizes to conduct Committee business.

Section 20303. Restrictions on Committee Membership

- (a) Every Senator, except the Chairperson Pro Tempore, is a voting member of at least one (1) standing committee.
- (b) Members of the Undergraduate Education Policy and Student Life Committees shall be registered undergraduate Senators.
- (c) Members of the Graduate Education Policy and Student Life Committees shall be registered graduate Senators.
- (d) At least five (5) ex-officio seats on the Community Advocacy and Inclusion Committee shall be reserved for public members with a diverse background.

- (i) All student applicants shall submit applications on a rolling basis to the Chairperson of the Community Advocacy and Inclusion Committee and must be interviewed by members of the Committee.

- (1) Members of the student body advanced from the interview must be approved for membership in the Committee through a simple majority of Senators or Senators-elect present and voting who serve in the Committee at any given time.

- (2) The reserved seats for students may be filled by a member of the Student Government Association.

- (ii) All public member's terms will end at the conclusion of the academic year.

Section 20304. Committee on Governance and Nominations

- (a) The Committee on Governance and Nominations shall focus on issues and legislation concerning—

- (i) amendments to the Constitution and these Bylaws, with such amendments pertaining to financial matters jointly shared with the Financial Services and Allocations Committee;

- (ii) screening candidates for all Senate vacancies;

- (iii) working with the Presiding Officer in the operation of the Senate;

- (iv) impeachment, removal, recall, and censure;

- (v) the allocations appeal process, during which the Chairperson Pro-Tempore shall serve as Chairperson of the Allocation Appeals Committee;

- (vi) general oversight of internal Student Government Association operations across all three branches of government; and

- (vii) general oversight of all Senate Committees.

- (b) The following Senators are voting members of the Governance and Nominations Committee—

- (i) the Chairperson Pro Tempore shall be the Chairperson of the Governance and Nominations Committee;

- (ii) two (2) distinct Senators from the Financial Services and Allocations Committee, the Physical Facilities, and the Urban Affairs Committee, the Sustainability Committee; and the Community Advocacy and Inclusion Committee respectively;

- (1) The Financial Services and Allocations Committee, the Physical Facilities, and the Urban Affairs Committee, the Sustainability Committee, and the Community Advocacy and Inclusion Committee shall each nominate one (1) member who is Chairperson or Vice-Chairperson of their respective committee and one (1) member who is not Chairperson or Vice-Chairperson to serve on the Governance and Nominations Committee.

- (iii) one (1) distinct Senator from the Graduate Education Policy Committee, the Undergraduate Education Policy Committee, the Graduate Student Life Committee, and the Undergraduate Student Life Committee.

Section 20305. Committee on Financial Services and Allocations

- (a) The Financial Services and Allocations Committee shall have the jurisdiction—

- (i) the annual Student Government Association budget allocation and all subsequent monetary allocations;

- (ii) allocation of funds to registered student organizations as a co-sponsorship for

- specific events or functions in addition to their general allocations;
- (iii) to originate all budget, appropriations, and allocations of Student Government Association Funds;
- (iv) to publish an annual financial report of the financial activities for the previous fiscal year, shared jointly with the Treasurer;
- (v) to propose and review amendments on the rate of Student Government Association fee, shared with the Committee on Governance and Nomination;
- (vi) to request and evaluate the continuing study of the effect on the Student Government Association Fee;
- (vii) to request audits of the financial activities of any student organization, including the branches of the Student Government Association, at any time;
- (viii) to call meetings or hearings related to financial matters as necessary;
- (ix) to request the executive financial officers of a student organization to testify before the Committee regarding the financial affairs of the student organization;
- (x) to investigate and determine the misuse of Student Government Association Funds with the assistance from the Office of Student Life;
- (xi) amendments to Part V of these Bylaws shared jointly with the Governance and Nominations Committee;
- (xii) education on the policies of the committee for all members of the Senate; and
- (xiii) issues concerning the Office of Student Financial Assistance, University Budget Office, University Controller, University Investments, Students Accounts Office, and Student Services Hub.
- (xiv) to view financial information of student organizations; and
- (xv) to develop rules and policies that delineate operating procedures as it may be necessary by a two-thirds majority vote of its membership.

(1) In no case shall these policies or provisions be construed to conflict with the University Guide to Student Rights and Responsibilities, the Charter, the Constitution, the Bylaws, or this Code.

Section 20306. Committee on Physical Facilities and Urban Affairs

- (a) The Physical Facilities and Urban Affairs Committee shall focus on issues and legislation concerning Disability Services, University Police Department, Campus Advisories, Housing, Lerner Health and Wellness, Campus Buildings, Events and Venues, GWorld, Dining, GW Health Center/Counseling, Student Employment (in general), Facility Services, FixIt, Safe Ride, Lisner Auditorium, Mail Services, Division of Operations, Parking, and The Store.
- (b) The Physical Facilities and Urban Affairs Committee shall conduct at least one formal visit to every non-Foggy Bottom campus location over the course of an academic semester and be expected to report its findings at the end of such a period of time
- (c) The Chairperson of the Physical Facilities and Urban Affairs Committee shall have jurisdiction over the Permanent Subcommittee on Dining, on which any voting Senator may have the option to sit so long as the Subcommittee is not larger than the size of the Physical Facilities and Urban Affairs Committee at any given time.

Section 20307. Graduate and Undergraduate Committees on Education Policy

- (a) Committee on Education Policy shall focus on issues and legislation concerning the Academic Calendar, Academic Integrity, Academic Planning and Assessment, Academic Technologies/CIO, Research, Academic Advising, Blackboard, Bookstore (Access to Textbooks), Disability Services (Academic Related Issues), Libraries, Printing, University

Bulletin, Admissions, Academic Policies, Registrar, Transcripts, Class Schedules, Class Registration, Syllabi, Study Abroad, Relations with the Faculty Senate, Council of Deans and the Office of the Vice President for Academic Affairs, Hiring of Deans and faculty members; the Curricula of the various schools, and Evaluations of courses for students.

Section 20308. Graduate and Undergraduate Committees on Student Life

- (a) The Student Life Committee shall focus on issues and legislation concerning Alumni Relations and Giving, Athletics, Bookstore (Non-Academic Related Issues), Creative Services, Civic Engagement and Public Service, Community Relations/GICR, University Galleries and Museums, Office of the General Counsel, GW Publications, Career Center, Student Organization Policies (Non-Financial), Media Relations and University Communications, Military and Veteran Affairs, MSSC, New Student Orientation, Office of Student Affairs, Student Grievance Procedures, and University Events.
- (b) The Graduate Committee on Student Life shall update the SGA Graduate Student Guide to Student Life, in coordination with the Executive Secretary of Graduate Student Life, annually and distribute this guide to all graduate schools for distribution to new students prior to the New Student Orientation.

Section 20309. Committee on Sustainability

- (a) The Sustainability Committee shall focus on issues and legislation concerning sustainability measures on campus, help oversee the sustainability aspect of the Physical Facilities and Urban Affairs Committee while maintaining the relationship with the committee to ensure that all projects and operations are done sustainable, collaborating with sustainability organizations such as the Office of Sustainability, the Sustainability Program, the Geography Department, and other Sustainability Student Organizations/Clubs.

Section 20310. Community, Advocacy, and Inclusion Committee

- (a) The Community, Advocacy, and Inclusion Committee shall—
 - (i) provide input on Senate legislation that is referred to them by the Presiding Officer.
 - (ii) work closely with the Office for Diversity, Equity and Community Engagement to increase student engagement and involvement;
 - (iii) attend and advocate for multicultural-related events and relevant student organization programming;
 - (iv) host small discussion groups with multicultural demographics and communities;
 - (v) assist in advocacy for concerns and needs of multicultural demographics and communities;
 - (vi) advocate on behalf of students regarding University policy and operations in consultation with the Student Government Association Cabinet and Senate;
 - (vii) present at the beginning of each semester to the Senate a plan of outreach and engagement with multicultural demographics and communities; and
 - (viii) submit and present an annual end of year report to the Senate and other relevant bodies that—
 - (1) documents current issues of diversity and inclusion that students face, the progress of the Committee, and both completed initiatives and those in progress; and
 - (2) includes a list of all resource groups that existed in the Senate session and the work that was done by each resource group.

Chapter 204. Special Committees and Other Committees

Section 20401. Establishment of a Special Committee

- (a) The Senate may create a special committee through the normal legislative process.
- (b) A special committee may not be larger than one-fourth (1/4th) of the Senate membership.
- (c) The membership of a special committee must be selected immediately following the establishment of the Committee.
- (d) The Committee Chairperson and the Committees' members must be selected in accordance with the procedures outlined in these Bylaws.

Section 20402. Dissolvement of a Special Committee

- (a) All special committees must be dissolved at the end of each Senate session.

Section 20403. Permanent Subcommittee on Dining

- (a) The Subcommittee on Dining shall—
 - (i) operate as a sub-committee under the Committee on Physical Facilities and Urban Affairs
 - (ii) focus on issues and legislation relating to dining issues on campus, such as dining accessibility, quality, and safety
 - (iii) hold no less than one (1) meeting per month
 - (iv) collect student input on dining experiences
 - (v) maintain a stream of communication with GW Dining Administration
 - (vi) The Chairperson and any general subcommittee member must report dining-related information, data, and student concerns to the Dining Student Advisory Panel, as well as attend all meetings of the Dining Student Advisory Panel
 - (vii) present a semesterly report outlining dining issues to the Full Senate
- (b) The election for Chairperson and Vice Chairperson of the Permanent Subcommittee on Dining must occur at their first Subcommittee meeting, at the direction of the Chairperson of the Physical Facilities and Urban Affairs Committee.
 - (i) The Chairperson must be a concurrent member of the Physical Facilities and Urban Affairs Committee.
- (c) Legislation can be referred directly to the Subcommittee, which has the power to submit approved legislation to the Full Senate for consideration.

Chapter 205. Assemblies

Section 20501: Assembly Creation and Dissolution

- (a) Assemblies shall be created by an amendment of the bylaws of this Chapter and shall operate in accordance with sections 20501–20505.
 - (i) The bylaws pertaining to an Assembly shall define the purpose and scope of that Assembly.
 - (ii) The bylaws pertaining to an Assembly may outline specific procedures, provided that they shall not conflict with sections 20501–20505.
- (b) An Assembly shall be dissolved by a Senate Special Resolution calling for the dissolution

of that Assembly.

Section 20502: Assembly Powers and Duties

- (a) Assemblies shall have the power to
 - (i) hold meetings,
 - (ii) approve meeting minutes,
 - (iii) recommend legislation to Senate Committees,
 - (iv) recommend executive orders to the Executive Branch,
 - (v) report to Executive Branch persons and groups, with permission,
 - (vi) report to the Senate, with the permission of the Presiding Officer, AND
 - (vii) report to Senate Committees, with the permission of the Chairperson.
- (b) Assemblies shall
 - (i) record and publish meeting minutes,
 - (ii) approve reports by a simple majority of Assembly members present and voting.

Section 20503: Assembly Governance

- (a) Assemblies shall be co-chaired by one Co-Chair elected at a Full Senate meeting by a simple majority of Senators present and voting, and one Co-Chair appointed by the President from the Executive Branch and confirmed by a simple majority of the Full Senate.
 - (i) Notwithstanding the Senate agenda, an Assembly's Senator Co-Chair shall be elected at the meeting during which the Assembly is created.
- (b) Assembly Co-Chairs shall have the power to:
 - (i) appoint Senators, members of the Executive Branch, and members of the public to serve as Assembly members,
 - (ii) present to Senate Committees, Executive Branch persons and groups, and the Full Senate on behalf of their Assembly, AND
 - (iii) conduct Assembly meetings according to internal procedures.
- (c) Assembly Co-Chairs shall:
 - (i) ensure that meeting minutes are recorded, preserved, and published in a timely manner,
 - (ii) ensure that meetings occur frequently enough to accomplish the goals of the Assembly.
 - (iii) permit members, including ex officio members, to speak and participate during meetings.
 - (iv) permit non-member attendees to make public comments during a public comment period, subject to time limitations.
- (d) The Student Government Association President, Vice President, and Senate Chairperson Pro Tempore shall be considered non-voting ex officio members of each Assembly of each Assembly.
- (e) Assembly Co-Chairs shall not:
 - (i) prohibit any person from attending an Assembly meeting without good cause.

Section 20504. Mental Health Support Assembly shall ---

- (a) hold no less than two meetings per month,

- (b) collect student input regarding mental health on campus,
- (c) investigate current GW mental health resources, AND
- (d) the assembly shall complete a final report consisting of recommendations.

Chapter 206. Full Senate Meetings

Section 20601. Requirement to Meet

- (a) The Presiding Officer shall schedule regular Senate meetings only on calendar days and the schedule for Full Senate meetings must be made public by the start of each semester.
- (b) At least one (1) Senate meeting per academic year must be held on the Mount Vernon Campus of the George Washington University.

Section 20602. Petition to Meet

- (a) Special meetings of the Senate must be called by the Presiding Officer upon receipt of a petition for a special meeting from the President, or ten (10) Senators, so long as the petition contains the following information—
 - (i) the purpose of such a meeting; and
 - (ii) a proposed date and time for the meeting, a range of dates and times for the meeting, or permission for the Presiding Officer to use their discretion to schedule the meeting.
- (b) Upon receipt of such a petition, the Presiding Officer shall set the date and time of the meeting within seventy-two (72) hours after the filing of the petition and provide at least forty-eight (48) hours advance notice of the meeting to all Senators.

Section 20603. Rule of Succession

- (a) In the absence of the Vice President who serves as the Presiding Officer of the Senate, the Chairperson Pro Tempore shall preside, then the Financial Services and Allocations Chairperson, then the Physical Facilities and Urban Affairs Chairperson, then the Sustainability Chairperson, then the Undergraduate Student Life Chairperson, then the Graduate Student Life Chairperson, then the Undergraduate Education Policy Chairperson, and then the Graduate Education Policy Chairperson.
- (b) If all of the aforementioned are absent, no Full Senate meeting may be held.

Section 20604. Agenda

- (a) The Presiding Officer of the Senate shall establish an agenda for each full meeting that must include the following—
 - (i) Roll Call;
 - (ii) Approval of the Agenda;
 - (iii) Reading and Approval of Minutes;
 - (iv) Officer Reports;
 - (v) Committee Reports;
 - (vi) Old Business;
 - (vii) New Business;
 - (viii) Public Comment; and
 - (ix) Good of the Order.
- (b) The public posting of the proposed agenda for Full Senate meetings must occur two (2) full days in advance of a scheduled Senate meeting and must become part of the permanent record of the Senate.

Section 20605. Meeting Minutes

- (a) The Senate Secretary shall take detailed minutes of each Full Senate meeting.

- (b) Minutes for every Senate meeting must be maintained permanently on file in the Student Government Association office.
- (c) In the absence of the Secretary, the Presiding Officer shall direct another member of the Senate to perform the minute-taking responsibilities of the Secretary.

Section 20606. Public Comments

- (a) At the discretion of the Presiding Officer, public comment may be limited to two (2) minutes per speaker.

Section 20607. Open Communication

- (a) All scheduled and special Full Senate meetings must provide a live stream and recording to the University community via one (1) or more major social networks.
- (b) Recording of the Full Senate meetings must be posted on the Student Government Association website or on social media channels prior to the next Full Senate meeting.

Chapter 207. Committee and Assembly Meetings

Section 20701. Requirement to Meet and Meeting Notification

- (a) Each committee must meet at least twice every calendar month during the Fall and Spring semesters.
- (b) No committee meeting may be held unless Committee members are given at least two (2) calendar days advance notice of the meeting of the Committee.
- (c) The unanimous consent of all voting committee members is necessary to waive the notice requirement of [Section 20701\(b\)](#).
- (d) Committee Chairpersons shall make publicly available a list of committee meeting dates for each semester by the first Full Senate meeting of each semester.

Section 20702. Petition to Meet

- (a) The Committee Chairperson shall call a Committee meeting upon receipt of a petition from a majority of either voting Committee members or Voting Senators.
 - (i) The Committee on the Whole shall meet upon receipt of a petition to both Chairpersons of each Committee on Education Policy or Student Life from a majority of both the Graduate and Undergraduate Committees on Education Policy or Student Life, respectively.
- (b) Within forty-eight (48) hours after receipt of the petition, the Committee Chairperson(s) shall set the date and time of the meeting.
- (c) If the Committee Chairperson(s) fails to fulfill their obligations under this paragraph, the petitioners shall set the date and time of the meeting.
- (d) After the date and time of the meeting has been established, the Committee Chairperson(s) shall provide twenty-four (24) hours advance notice of the meeting to the Presiding Officer to notify the Full Senate.
- (e) If the Committee Chairperson(s) fails to fulfill their obligations under this paragraph, the petitioners may notify the Presiding Officer to notify the Full Senate.

Section 20703. Agenda and Minutes

- (a) Each Committee Chairperson or their designee shall send their Committee meeting minutes to the Presiding Officer and Senate Secretary within forty-eight (48) hours of the meeting.

Section 20704. Post-Meeting Report

- (a) The Committee Chairperson shall report to the Senate at each regular meeting if the committee formally met since its last report to the Senate.
- (b) The Presiding Officer shall set the order of committee reports.

Section 20705. Chairperson of the Joint Committee Meetings

- (a) The Student Life Committee on the Whole must be chaired by either the Graduate or Undergraduate Committees on Education Policy or Student Life Chairperson.
- (b) If both Chairpersons seek to chair a meeting of the committee on the whole, the Chairperson Pro-Tempore shall designate a chair for that specific meeting.

Chapter 208. Senate Parliamentary Procedures

Section 20801. Motion and Debate

- (a) Non-Senate members, as either member of the Executive Cabinet or as members of the general membership and constituency of the Student Government Association, enjoy the privileges of debate in a meeting of the Senate when—
 - (i) the non-Senate member asks to be placed on the agenda;
 - (ii) a Senator yields their time to the non-member;
 - (iii) a majority of Senators Present approve full debate privileges on a particular question to a non-Senator or to a Senator currently on suspension; or
 - (iv) recognized by the Presiding Officer during public comment.

Section 20802. Executive Session

- (a) The Senate or a Senate Committee may enter executive session upon approval by a two-thirds (2/3rds) vote of Senators Present and Voting.
- (b) Any proceeding conducted during an executive session is confidential and may not be discussed with anyone who is not a member of the Senate at the time of the executive session.
- (c) The President may be excluded from an executive session of the Senate upon approval by a simple majority vote of Senators Present and Voting.
- (d) A member of the Student Government Association is not permitted to partake in an executive session if the member has a direct conflict of interest with the matter at hand unless permitted to do so by a vote of two-thirds (2/3rds) of Senators Present.
- (e) No votes may be called during an executive session, with the exception of votes on strictly procedural matters.

Section 20803. Roll Call Voting

- (a) A motion to vote by roll call must be approved by a vote of one-third (1/3rd) of Senators Present.

Section 20804. Proxy

- (a) A proxy must be electronically dated, signed and delivered to the Presiding Officer and Senate Secretary in advance of a Senate meeting being called to order, except under exceptional circumstances, as determined by the Presiding Officer.
 - (i) Exceptional circumstances include medical and family emergencies.
 - (ii) The proxy electronically delivered to the Presiding Officer must include the Senator who will hold the proxy for the duration of that meeting.
 - (iii) Senators shall submit a proxy to the Presiding Officer and Senate Secretary if they withdraw from a Senate Meeting before adjournment.
- (b) Indefinite proxies may be allowed for a maximum of one (1) semester at a time only if a Senator has a class that conflicts with the start of each Senate meeting.
 - (i) The indefinite proxy may be granted only if the Senator agrees to be present at the Senate meeting once the class has finished its session.
- (c) A Senator is allowed to proxy at any Full Senate meeting or Committee meeting so long as

they are not suspended from the Senate. A Senator may revoke their proxy at any time by notifying the Presiding Officer.

- (d) No Senator may be in receipt of more than one (1) proxy at any given time.
- (e) A Senator may notify the Senate Secretary, Committee Chairperson, and the proxy recipient of their intended vote on any legislation or nominee before the Senate or committee.
 - (i) This vote is binding and may not be changed by the proxy recipient.

Section 20805. Robert's Rules of Order

- (a) All committee meetings and meetings of the Senate must employ the most recent edition of Robert's Rules of Order as their guide to parliamentary procedure.
- (b) In any case where there is a conflict between these Bylaws and Robert's Rules of Order, these Bylaws take supremacy.

Chapter 209. Legislative Procedures

Section 20901. In General

- (a) All legislation submitted for Senate or Senate Committee consideration must be typewritten from templates distributed by the Senate staff.
- (b) All legislation must consist of—
 - (i) a title;
 - (ii) a one (1) sentence statement of the purpose;
 - (iii) the name of the sponsor (the legislation's point person) and co-sponsors (others who were involved in the crafting of the legislation), and endorsers (Senators, Caucuses, and others who support the legislation), the schools they represent (if applicable), and the position they hold within the Student Government Association;
 - (iv) a reference number assigned by the Senate Secretary;
 - (v) operative languages that consist of a statement or group of statements of the desired action or of the sense of the Student Government Association, and must in all cases be preceded by a resolving clause; and
 - (vi) effective date of the legislation.

Section 20902. Types of Legislation

- (a) Bills
 - (i) A bill must be required for—
 - (1) amendments to these Bylaws which require only the signature of the President if they pertain to non-Senate related Bylaws;
 - (2) the annual budget and all other monetary allocations;
 - (3) abrogating or approving Executive Orders; and
 - (4) creating Special Committees in the Senate.
 - (ii) The enacting clause for a bill must read:
 - (1) For acts requiring the approval of a majority of the Senate, as follows: "*Be it Enacted by the George Washington University Student Government Association Senate.*"
 - (2) For acts requiring the approval of two-thirds (2/3rds) of the Senate membership, as follows: "*Be it Enacted by the George Washington University Student Government Association Senate (two-thirds of the members concurring therein).*"

(b) Resolutions

- (i) A resolution must be required for—
 - (1) any other form of legislation where a bill is not required.
 - (2) The preamble must state the Senate’s reasons for adopting the resolution, and each such reason must be contained in its own clause, the clause being introduced by the phrase “*Whereas...*”
 - (3) The resolving clause for a resolution must read: “*Be it Resolved by the George Washington University Student Government Association Senate...*”

(c) Special Resolution

- (i) Special Resolutions must be used for—
 - (1) referendums to be put on the ballot for student body elections by a two-thirds (2/3rds) vote of the Full Senate, including;
 - (2) referendums for proposed amendments to the Constitution which may not require the signature of the President; and
 - (3) legislation that does not require signature by the President of the Student Government Association as stated in the Constitution and Bylaws.
- (ii) The preamble must state the Senate’s reasons for adopting the resolution, and each such reason must be contained in its own clause, the clause being introduced by the phrase “*Whereas...*”
- (iii) The resolving clause for a resolution must read: “*Be it Resolved by the George Washington University Student Government Association Senate...*”

Section 20903. Submission to the Senate

- (a) The sponsor of the legislation shall submit a typewritten copy of their legislation to the Presiding Officer, the Chairperson Pro Tempore, and the Senate Secretary no later than forty-eight (48) hours before the next Senate meeting.
- (b) The Senate Secretary shall report legislation referred to a given committee to its Committee Chairperson after a proper referral has been made.
- (c) The Presiding Officer shall report to the Senate the proposed legislation no later than two (2) days after the legislation is reported to the Senate staff.

Section 20904. Number Assignment

- (a) The Senate Secretary shall assign a number to each piece of submitted legislation with number being as follows—
 - (i) ‘SR’ designates Senate resolutions, ‘SB’ designates Senate bills, and ‘SRR’ designates special Senate resolutions.
 - (ii) the academic semester is designated by a “T” for transition period and Summer semesters, an ‘F’ for Fall semester and an ‘S’ for Spring semester and the year by the last two (2) digits.
 - (iii) legislation shall be numbered separately and consecutively: beginning with ‘01’ for the first bill of the current Senate session, then ‘02’ for the second bill, and so on; resolutions and special resolutions shall be numbered in a similar fashion.

Section 20905. Referral

- (a) The Presiding Officer shall propose referral of legislation to no more than one (1) Senate Committee, unless otherwise stated in these Bylaws, or directly to the Full Senate.
- (b) Proposed amendments to these Bylaws and proposed referendums for amendments to

the Constitution, excluding [Part VII](#), [Part VIII](#), and [Title VIII Chapter I - Article 41 -5](#), must be referred to the Committee on Governance and Nominations for review.

- (c) Proposed amendments to Part V of these Bylaws shall be jointly referred to the Committee on Governance and Nominations and Committees on Financial Services and Allocations.
- (d) Proposed amendments to Part VII of these Bylaws shall be referred to the Full Senate.
- (e) When legislation is referred jointly to the Graduate and Undergraduate Committees on Education Policy or Student Life, both Chairpersons must be notified and the Student Life Committee on the Whole, composed of both Student Life Committees, must meet within two (2) weeks of the referral for the purpose of considering the legislation.

Section 20906. Committee Deliberation

- (a) All committee Chairpersons must place all appropriately referred legislation on the next committee agenda under new business.
- (b) If both committees release a piece of legislation with differing or conflicting amendments, efforts must be made to have the amendments reconciled by both committees so that a single unified piece of legislation is approved by both committees.
 - (i) Failing that, the Senate shall consider the version of the bill which received the most votes of both committees meeting jointly.

Section 20907. Senate Deliberation

- (a) Any legislation shall be released to the Senate if passed by one (1) or more of the committees.
- (b) If the Committee votes to approve the legislation and send it onto the floor of the Senate, then it may set a limit for how long debate will last at its time of discussion. In the absence of a limit on debate time by the forwarding committee, the Presiding Officer has the power to set a time limit.
 - (i) The Senate Parliamentarian is responsible for keeping the time.
- (c) Within four (4) weeks after receipt of the legislation, the Committee shall report to the Full Senate the action it has taken with respect to the legislation.
- (d) If the Committee fails to report within four (4) weeks on the legislation to the Full Senate, the sponsor of the legislation, by motion of a sponsor and a second from anyone else, may, without approval of the entire Senate, place the legislation on the Full Senate agenda at the next Full Senate meeting.

Section 20908. Amendments

- (a) All amendments introduced to legislation during Full Senate meetings must be submitted in writing to the Presiding Officer and designated Senate staff in order to be considered.
- (b) In order for legislation to be amended, all amendments must be approved by a simple majority of Senators Present or by approval of the legislation's sponsor.

Section 20909. Voting Threshold

- (a) all legislation must be approved by a simple majority of Senators Present, except where the Constitution or these Bylaws specify otherwise.

Section 20910. Veto Override

- (a) If a Bill is Vetoed by the President, the Presiding Officer shall present the Veto Message at the next Full Senate Meeting—
 - (i) The question of the passage of the Bill shall be considered pending.
 - (ii) No motion from the floor to reconsider the bill is necessary.

- (b) The Presiding Officer shall state the following question: The pending question is whether the Senate will, on reconsideration, pass the bill, the objections of the President to the contrary notwithstanding.
 - (i) If the Senate votes to reconsider the bill, the Senate shall enter debate on the Bill.
 - (1) The Senate shall not have the authority to amend the bill.
 - (ii) If the Senate votes not to reconsider the bill, the Presidential Veto shall remain in effect.

Section 20911. Surveys

- (a) Surveys, as defined in Part I, Chapter 102(cc), may originate in Committees, Assemblies, the Executive Branch, or any Senator.
- (b) Surveys may be sent to the student body and published on all Student Government Association channels only if they are approved by the Full Senate, by a simple majority of its members present and voting, such surveys shall be submitted in the form of a resolution or ratified executive order.
- (c) Surveys may be published on Student Government Association social media channels if they are approved by a simple majority of the Governance and Nominations Committee,
- (d) Surveys may be published to a Committee's attendees, members, and those members of the public having previously expressed interest in receiving communications from that Committee upon that Committee's approval by a simple majority of its members present and voting,
- (e) Surveys may be published to a Assembly's attendees, members, and those members of the public having previously expressed interest in receiving communications from that Assembly upon that Assembly's approval by a simple majority of its members present and voting,
- (f) Surveys may be published on Executive Branch channels at the discretion of the Student Government Association President.

Chapter 210. Nominations and Appointments

Section 21001. Voting for Internal Nominations in the Senate

- (a) A nomination for a given position may be made by any Senator present at the meeting.
- (b) Once a motion to close nominations has been made and passed, the Presiding Officer shall list the nominees.
- (c) After the Presiding Officer lists the candidates, a secret ballot must be distributed and 43 Senators shall write the name of the nominee(s) they wish to elect.
- (d) The votes of a simple majority of Senators Present and Voting will elect the nominee.
 - (i) If no nominee obtains a majority of the votes cast, a final election must be held between the two (2) highest vote getters.
 - (ii) If there is a tie for the second highest vote getter, a runoff between those nominees up for the second highest vote getter will determine who meets the highest vote getter in the final election.
 - (iii) The Presiding Officer shall break any subsequent runoff or final election tie.
- (e) The Presiding Officer shall count the ballots and announce the results of the

election.

Section 21002. Cabinet Members

- (a) Within three (3) days of notification from the President of the nomination of an Executive Cabinet Member, the Vice President shall forward the nomination to the appropriate Committee.
 - (i) A simple majority approval of the Senators Present of the considering Committee must be required before the nomination can be considered by the Full Senate.
- (b) Committee Referral
 - (i) Governance and Nominations Committee shall consider nominees for the following positions—
 - (1) the Legislator General;
 - (2) the Communications Director; and
 - (3) the Chief of Staff.
 - (4) Financial Services and Allocations Committee shall consider nominees for the position of Treasurer.
- (c) Upon approval by the relevant Committee, the Vice President shall notify the Full Senate of the nomination and the Committee's approval and place the nomination on the next Senate meeting's agenda for consideration requiring a two-third majority vote of Senate Membership to be approved.

Section 21003. Executive Secretaries

- (a) Within three (3) days of notification from the President of the nomination of an Executive Secretary, the Vice President shall determine the appropriate Committee and forward the nomination to that Committee for consideration.
- (b) Upon a simple majority approval of Senators Present by the relevant Committee, the Vice President shall notify the Full Senate of the nomination and place the nomination on the next Senate meeting's agenda for consideration requiring a two third majority vote of Senate Membership to be approved.

Section 21004. Vice President

- (a) If a vacancy occurs in the office of the Vice President, the President's nominee for Vice President shall require the approval of two-thirds (2/3rds) of the Full Senate conducted by a secret ballot.
- (b) In the event that the nominee does not receive the necessary threshold to be confirmed, the nominee may not be considered for the remainder of the vacancy and the President shall present another nominee at the next Full Senate meeting, continuing until the vacancy is filled.

Section 21005. Other Nominations

- (a) Within three (3) days of notification from the President of the nomination to any position, other than the Vice Presidency, that requires Senate approval, the Presiding Officer may notify the Full Senate of the nomination and place it on the next Senate meeting's agenda for consideration.
- (b) All other nominations require a simple majority vote of Senators Present unless otherwise stated in the governing documents of the Student Government Association.

Chapter 211. Senate Staff and Clerks

Section 21101. Appointment

- (a) The Presiding Officer shall, with the consent of the Senate by simple majority,

appoint—

- (i) Chief of Staff to the Senate;
 - (ii) Secretary of the Senate;
 - (iii) Parliamentarian;
 - (iv) Senate Communications Director;
 - (v) Senate Legal Counsel; and
 - (vi) additional assistants and members of Senate Staff, if necessary.
- (b) The Presiding Officer may, at their discretion, appoint additional aides and members of Senate Staff.
- (c) These appointments will be valid only upon approval by a simple majority of Senators Present and Voting.
- (d) A Committee Chairperson, with the committee's consent by a simple majority, may appoint committee clerks, which must be reserved for first-year students to assist the committee.

Section 21102. Chief of Staff

- (a) The Senate Chief of Staff shall—
- (i) make and furnishing copies of legislation, minutes, agendas, committee documents, and other materials that must be made public upon approval of these respective materials and archive these documents in a publicly accessible venue by the end of the Student Government Association term, which may be delegated to a Senate Librarian, Historian, or Archivist;
 - (ii) assist in conducting votes of the Senate;
 - (iii) receive legislation submitted for Senate consideration;
 - (iv) transmit all legislation enacted by the Senate to the President;
 - (v) perform written correspondence on behalf of the Presiding Officer and the Senate;
 - (vi) notify Senators of Senate meetings; and
 - (vii) assist Senators with other matters.

Section 21103. Secretary of the Senate

- (a) The Senate Secretary shall—
- (i) take detailed minutes of Senate meetings that must be made public upon simple majority approval of Senators Present and Voting;
 - (ii) assist in conducting votes of the Senate;
 - (iii) make and furnish copies of legislation, minutes, agendas, committee documents, and other materials that must be made public upon approval of these respective materials;
 - (iv) receive legislation submitted for Senate consideration;
 - (v) transmit all legislation enacted by the Senate to the President;
 - (vi) perform written correspondence on behalf of the Presiding Officer and the Senate; and
 - (vii) notify Senators of Senate meetings.

Section 21104. Senate Parliamentarian

- (a) The Senate Parliamentarian shall—
- (i) advise the Senate on matters of parliamentary procedure during and outside of meetings;
 - (ii) conduct any training sessions on parliamentary procedure requested by the Presiding Officer;
 - (iii) issue advisory opinions on their own initiative or at the request of any member of

- the Senate; and
- (iv) conduct mandatory training sessions for new members and committee chairs of the Senate in parliamentary procedure.

Section 21105. Senate Communication Director

- (a) The Senate Communications Director shall—
 - (i) coordinate with the Communications Director and the Chairperson Pro-Tempore to ensure applications for vacant seats are made publicly available to the University community in accordance with these Bylaws;
 - (ii) publicize information regarding Senate actions that include the passage of resolutions, statements, and press releases;
 - (iii) ensure that all Senate information is kept up to date on any official external Student Government Association channels and websites;
 - (iv) assist members of the Senate in media training and advise members on how to interact with any and all types of outside media outlets;
 - (v) ensure proper medium for Senators to attend and participate in Senate meetings as virtually present; and
 - (vi) ensure proper live streaming and recording of Full Senate meetings to the 21 University community and public.

Chapter 212. Office of the Senate Legal Counsel

Section 21201. In General

- (a) There is established an office of the Legislative Branch to be known as the Office of the Senate Legal Counsel (hereinafter in this chapter referred to as the “Office”)
- (b) The Office be comprised of a Senate Chief Counselor, any number of Senate Deputy Counselors, and any number of Senate Legal Aides

Section 21202. Duties and Functions

- (a) It shall be the primary duty and function of the Office to act as standing counsel to the Legislative Branch in the discharge of all matters within their jurisdictions, including to—
 - (i) provide legal counsel and representation to the Senate in cases before the Student Court that name the Senate as a Defendant or seek to overturn, injunct, or prevent the implementation of the Senate actions;
 - (ii) initiate legal recourse in the Student Court, including by filing complaints and serving as Plaintiff or be available for appointment as legal representation for Legislative Branch members in matters before the Student Court;
 - (1) This action can be authorized or rescinded by:
 - a) legislation with a simple majority of Senators Present;
 - b) a petition signed by at least half of the Senate membership.
 - (iii) advise members of the Legislative Branch on proposed amendments to the Student Government Association Constitution and/or Bylaws to determine potential Constitutional, Charter, Statement on Student Rights and Responsibilities, or Student Code of Conduct violations;
 - (iv) represent the Senate in the case of Impeachment or Censure, if invoked to serve in such a capacity by the legislation initiating such proceedings; and
 - (v) conduct any training sessions requested by the Presiding Officer.

Chapter 213. Legislative Budget Office

Section 21301. In General

- (a) There is established an office of the Legislative Branch to be known as the Legislative Budget Office (hereinafter in this chapter referred to as the “Office”).
- (b) The Office’s purpose is to support the Legislative Branch by providing analysis, study, and assistance, for the purpose of raising the quality of legislative debate and promoting greater budget and allocation transparency and accountability.
- (c) The Office shall be headed by a Director; and there shall be a Deputy Director who shall perform such duties as may be assigned to him by the Director and, during the absence or incapacity of the Director or during a vacancy in that office, shall act as Director.
- (d) The Director and the Deputy Director of the Office shall be nominated by the Presiding Officer of the Senate and confirmed by the Senate by a simple majority after considering recommendations received from the Committee on Financial Services and Allocations, solely on the basis of the fitness to perform assigned duties.
- (e) The terms of the members of the Office shall be the same as the Student Government Association terms. Any individual appointed to the Office to fill a vacancy prior to the expiration of a term shall serve only for the unexpired portion of that term. An individual serving as Director at the expiration of a term may continue to serve until his successor is appointed.
- (f) The Director shall only be removed by the Student Government Association’s impeachment process.

Section 21302. Office Personnel

- (a) All personnel of the Office shall be appointed solely on the basis of their fitness to perform their duties.
- (b) The Director may prescribe the duties and responsibilities of the personnel of the Office, and delegate to them authority to perform any of the duties, powers, and functions imposed on the Office or on the Director with the consent of the Presiding Officer of the Senate.
- (c) The Presiding Officer of the Senate shall publicly announce such appointment within five (5) business days.
- (d) All personnel of the Office shall be treated as if they are the staff of the Senate.

Section 21303. Relationship with the Executive Branch

- (a) The Director is authorized to request information, data, estimates, and statistics directly from the various departments, agencies, and establishments of the executive branch of the Student Government Association.
- (b) All such departments, agencies, and establishments shall furnish the Director with any available material which he determines to be necessary for the performance of their duties and functions to their best abilities.

Section 21304. Duties and Functions

- (a) It shall be the primary duty and function of the Office to aid the Senate and the Committee on Financial Services and Allocations in the discharge of all matters within their jurisdictions, including—
 - (i) providing information with respect to the budget, appropriations, and allocations of Student Government Association Funds;
 - (ii) assisting the Committee on Financial Services and Allocations in completing financial processes and financial reports;

- (iii) conducting regular analysis and study on the effect on—
 - (1) Student Government Association Fee;
 - (2) outlay level for annual budget; and
 - (3) allocation framework and patterns.
- (iv) developing and maintaining the Student Government Association’s standardized procedures and practices regarding financial matters; and
- (v) analyzing the financial impact of any proposed legislation that may have a significant impact on the Student Government Association, student organizations, or the student body at the request of any committee of the Senate.
- (vi) Approving Co-Sponsorships in the amount of one cent (\$0.01) to create new line items for student organizations in Engage, provided however that the total amount spent on creating new line items by the Office shall not exceed \$10 per year.

Section 21305. Transparency and Accountability

- (a) The Office shall publish its studies and analysis and maintain a public record regarding members of the Student Government Association’s conflict of interest.

Chapter 214. Attendance

Section 21401. Definitions

- (a) “Full Senate Meeting” means meetings that all Senators are required to attend except Special or Emergency meetings for which Senators have received less than 48 hours of notice.
- (b) “Excused Absence.” An absence shall be excused upon notice to the Presiding Officer of an appropriate excuse. Appropriate excuses shall include, but are not limited to:
 - (i) time conflicts with a course taken for credit and examinations for such courses,
 - (ii) injury or illness,
 - (iii) family emergency,
 - (iv) time conflicts with paid employment,
 - (v) religious holidays and observances, and
 - (vi) such other excuses as deemed appropriate by the Presiding Officer.
- (c) “Unexcused Absences.” Any absence not excused under this section shall be unexcused. The number of Unexcused Absences accrues to each Senator immediately following the final Full Senate meeting of the previous SA term.

Section 21402. Full Senate Meetings

- (a) Any Senator with three (3) Unexcused Absences from Full Senate meetings shall be considered nonfeasant.
- (b) Any Senator may find a proxy for a maximum of six (6) Full Senate meetings and be considered present. Senators may find further proxies over this limit, but will be considered absent and unexcused. Proxies for excused absences do not count toward the maximum.
- (c) The Presiding Officer shall notify the Senate Committee on Governance and Nominations of a Recommendation for Suspension once the Senator named therein is nonfeasant.

Section 21403. Senate Committee Meetings

- (a) Any Senator not physically, by proxy, or virtually present for three (3) Senate committee meetings, not to be considered as excused absences, shall be considered nonfeasant and eligible for suspension.

- (b) Any Senator may find a proxy for a maximum of six (6) Senate Committee meetings and be considered present. Senators may find further proxies over this limit, but will be considered absent.
- (c) The Committee Chairperson is responsible for notifying the Presiding Officer when a Senator reaches this threshold.
- (d) The Presiding Officer shall notify the Senate Committee on Governance and Nominations of a Recommendation for Suspension once the Senator named therein is nonfeasant.

Section 21404. Notice of Nonfeasance

- (a) Senators shall be entitled to receive a Notice of Nonfeasance from the Presiding Officer, describing the Senate's attendance policy.
- (b) Upon receiving a Notice of Nonfeasance, the Presiding Officer shall meet with the Senator within fourteen (14) days, or before the next Full Senate meeting, whichever is earlier, to verify the Senator's attendance record and consider remedial action.
- (c) Once a Senator has reached a threshold for nonfeasant attendance, the Presiding Officer shall notify the nonfeasant Senator of their Recommendation for Suspension within five (5) days and inform them of hearing procedures under [Section 21405](#).

Section 21405. Hearing

- (a) Within fourteen (14) days of receiving the Recommendation for Suspension, or at the next regularly scheduled meeting, whichever is earlier, the Senate Committee on Governance and Nominations shall hold a hearing to consider whether to make a motion to suspend, initiate censure proceedings, draft an impeachment resolution, or take no further action.
- (b) During the hearing, the nonfeasant Senator has the right to make their case against the recommendation for suspension, either in-person, virtually, by writing, or by an authorized representative.
- (c) Once the hearing concludes, the Senate Committee on Governance and Nominations may vote by a simple majority, either to discipline the nonfeasant Senator or dismiss the Presiding Officer's recommendation.
 - (i) If the Senate Committee on Governance and Nominations votes to discipline the nonfeasant Senator, then it shall vote again by a simple majority whether to either motion to suspend, motion to initiate censure proceedings, or draft an impeachment resolution.
 - (1) If the motion to suspend is agreed to, then the Governance and Nominations Committee Chair shall make the motion to suspend at the next Full Senate meeting, and the Full Senate shall debate the question and vote by a majority of 2/3rds.
 - (2) If the motion to initiate censure proceedings is agreed to, then the Governance and Nominations Committee Chair shall make the motion to initiate censure proceedings at the next Full Senate meetings, and Section 402 shall govern the proceedings thereafter.
 - (3) If the vote to draft an impeachment resolution is agreed to, then the Governance and Nominations Committee Chair shall facilitate drafting the impeachment resolution, and Section 403 shall govern the proceedings thereafter.
- (d) If the Senate Committee on Governance and Nominations votes to dismiss the Presiding Officer's recommendation, or the vote for disciplinary action fails, then no disciplinary action may be taken against the Senator on account of their attendance until the thresholds of [Section 21401](#) and [Section 21402](#) are met again.

- (e) If a Senator is successfully suspended by the Full Senate, no disciplinary action imposed on the Senator may deny the right of the Senator to vote on questions before the Full Senate.

Section 21406. Reinstatement After Suspension

- (a) If the Full Senate has suspended a Senator, then it shall consider the reinstatement of that Senator at the meeting immediately following the initial suspension.
 - (i) If the Full Senate votes by a simple majority to reinstate the Senator, then all disciplinary action shall be immediately reversed.
 - (ii) If the Full Senate fails to reinstate the Senator, then it shall reconsider the reinstatement of that Senator at the meeting immediately following the failed reinstatement vote.
- (b) If the Full Senate fails to reinstate the Senator at two (2) separate meetings, then the Senate Committee on Governance and Nominations shall immediately prepare an impeachment resolution and the Full Senate shall consider impeachment, governed by Section 403, at the meeting immediately following the second failed reinstatement vote.

Section 21407. Effects of Accumulation of Unexcused Absences

- (a) After a Recommendation for Suspension on account of a Senator's Full Senate attendance has failed, they will be considered to have three (3) non-consecutive, unexcused Full Senate meeting absences for operation of this section.
- (b) After a Recommendation for Suspension on account of a Senator's Senate committee attendance has failed, they will be considered to have four (4) non-consecutive, unexcused Full Senate meeting absences for operation of this section.

Chapter 215. Senate Vacancies

Section 21501. Filling Senate Vacancies

- (a) The Chairperson Pro Tempore, upon notification of a Senate vacancy from the Presiding Officer, shall advertise the position campus-wide within five (5) days of such notification.
 - (i) If a voting Senate seat vacancy occur in the Senate-elect, the Vice President-elect may advertise such vacancy within two (2) weeks of the certification of the election of the Vice President-elect.
 - (ii) The Senate-elect may begin the process of filling such vacancy.

Section 21502. Applications

- (a) The Chairperson Pro Tempore shall review submitted applications from interested candidates, and if the number of candidates exceeds two (2) per vacant seat, shall schedule meetings at which the Governance and Nominations Committee will screen the candidates and forward two (2) candidates per vacant seat for Full Senate consideration.
- (b) The Chairperson Pro Tempore shall forward the applications of these candidates to the Senate no later than twenty-four (24) hours prior to the Senate meeting at which they will be considered.
- (c) If the number of candidates is equal to or less than two (2) per vacant seat, the Chairperson Pro Tempore must forward these candidates and their applications to the Full Senate for Full Senate consideration according to these Bylaws.

Section 21503. Senate Consideration

- (a) The Full Senate will consider candidates for vacancies by the second Full Senate meeting after the vacancy is made public.

- (i) Senators will vote by secret ballot, writing the name of the person or persons they wish to elect for all of the seats vacant in the Senate currently being considered.
- (ii) If one (1) vacancy is to be filled, the nominee receiving the highest number of votes will fill the vacant seat.
- (iii) If more than one (1) vacancy is to be filled, the nominees receiving the highest number of votes will fill the available number of vacant seats.

Section 21504. No Contest or No Applications

- (a) If there is no contest for a particular seat, the Senate may elect a candidate by acclamation, providing the Senate unanimously approves the motion.
- (b) If the Senate receives no applicants for a vacant seat, the Senate, by a two-thirds (2/3rds) vote of Senators Present, may convert the vacant Senate seat to either a vacant graduate, undergraduate, or school at-large seat in accordance with the Constitution.

Section 21505. Confidentiality of Information Disclosed in Applications

- (a) The Chairperson Pro Tempore, the members of the Governance and Nominations Committee, or any other member of the Senate may not contact any applicant for a vacant seat or any other position for any question unrelated to their application without the applicant's explicit consent.
- (b) Senators may not use any contact information disclosed in the course of the application process to recruit for any organization, on-campus or off-campus, nor offer an invitation to any event or meeting that is not sponsored by or affiliated with the Student Government Association.
- (c) All personal contact information, including phone numbers, addresses, and email addresses on applications must be removed before the application is shared with any person outside of the Governance and Nominations Committee.
- (d) Violations or repeated violations of this subsection may constitute grounds for removal of Senate leadership positions or other forms of sanction in accordance with these Bylaws.

Chapter 216. Senate-Elect Transition

- (a) During transition, the Vice President-elect shall call as many meetings of the Senate elect as necessary to act on the following tasks—
 - (i) familiarize the Senate-elect with the governing documents;
 - (ii) adopt bylaws for the upcoming term of the Student Government Association pertaining only to the organization of the Cabinet and Executive Secretaries;
 - (iii) elect Committee Chairpersons, Vice-Chairpersons and members;
 - (iv) act on any nominations by the President-Elect for the cabinet and Executive Secretaries, who must be confirmed upon approval of two-thirds (2/3rds) of Senators Present;
 - (v) act on any other nominations of the President-elect including those to the Joint Elections Commission, the Joint Committee of Faculty and Students, and representatives to Faculty Senate committees who must be confirmed upon a simple majority of Senators-elect Present and Voting unless otherwise stated in these Bylaws;
 - (vi) adopt operational budget for the following fiscal year; and

- (vii) fill Senate-elect vacancies in accordance with these Bylaws.

Chapter 217. Authentication of Senate Documents

- (a) The term "authentication" means the certification of a Senate document as being true to form, accurate and complete by signature of the Senate Secretary or embossment with the official emblem of the Student Government Association.
- (b) Senators shall submit copies of documents to the Senate Secretary for authentication, or request copies of authenticated documents from the Senate Secretary.
- (c) The Senate Secretary shall execute such requests within forty-eight (48) hours.

Part III. Executive Branch

Chapter 301. Executive Cabinet Members

Section 30101. Duties of the President

- (a) The executive power of the Student Government Association is vested in the Executive Branch of the Student Government Association, as specified in Article XI of the Constitution.
- (b) All powers not expressly delegated to the President under the Charter and Constitution, or implicitly flowing as necessary and proper to effectuate such enumerated powers are hereby reserved to the Senate, and the entities created by it in these Bylaws or otherwise.
- (c) The President shall create and present to the Senate at its first meeting each semester a report on all initiatives planned, which must include detailed information on Student Government Association Executive initiatives and goals.
 - (i) The President shall present a written, or oral report at every Senate meeting, which must include information on current initiatives as well as legislation being considered by the Senate.
- (d) The President shall hold regular office hours for a minimum of two (2) hours per week while classes are in session and publicize such office hours on the Student Government Association's website.
- (e) The President may publish statements to the public on behalf of themselves or the Executive Branch.
 - (i) Statements issued publicly must be signed by the President or Vice President.
 - (ii) The President and Vice President shall notify the Full Senate and the Executive Cabinet of the proposed statement prior to the statement being released publicly.
- (f) The President may submit to the Senate legislation for review through the legislative process.
- (g) The President shall attend five (5) George Washington University campus events per year including, but not limited to, athletic events, artistic performances, cultural celebrations, student organization events, whether in person or virtual etc.

Section 30102. Duties of the Vice President

- (a) The Vice President shall hold regular office hours for a minimum of two (2) hours per week while classes are in session.
- (b) These hours must be publicized on the Student Government Association's website.

- (c) The Vice President shall present a written, or oral report at every Senate meeting.
 - (i) This report must include information on current initiatives as well as legislation being considered by the Senate.
- (d) Vice President shall attend five (5) George Washington University campus events per year including, but not limited to, athletic events, artistic performances, cultural celebrations, student organization events, whether in person or virtual etc.

Section 30103. Duties of the Executive Cabinet Members

- (a) All Executive Cabinet members except for the President and Vice President shall—
 - (i) appear before a Full Senate session if five (5) Senators sign a petition requesting their presence.
 - (1) Such a petition must be delivered to the Vice President at least forty-eight (48) hours in advance of the meeting.
 - (2) If unable to be present for good cause, the Executive Cabinet member shall send a designated representative.
 - (ii) Attend two (2) diversity and inclusion educational sessions per academic year, one (1) per semester. Acceptable training and educational opportunities shall include any session led by University Departments, a campus affiliated faith based center or organization, any training organized by the Executive Staff, any training organized by a registered student organization, or any additional outside educational opportunities.
 - (1) All of these are subject to the final approval of the President
 - (iii) attend three (3) George Washington University campus events per year including, but not limited to, athletic events, artistic performances, cultural celebrations, student organization events, whether in person or virtual etc.
 - (1) Any diversity and inclusion educational sessions led by the Multicultural Student Services Center, a campus affiliated faith-based center or organization, any training by a registered student organization counts as a George Washington University campus event.

Chapter 302. Executive Secretaries

Section 30201. Appointment

- (a) The President may appoint Executive Secretaries and Assistant Secretaries at their discretion with the advice and consent of the Senate pursuant to Article XI, section 1 of the Constitution.
 - (i) The President shall announce to the Senate the appointment of an Executive Secretary or Assistant Secretary at the first Senate meeting immediately following the appointment.
 - (ii) The President may appoint Executive Branch Aides, which must be reserved for first-year students and may not require approval of the Senate.
- (b) Executive Secretaries and Assistant Secretaries shall serve at the pleasure of the President.

Section 30202. Duties of Executive Secretaries

- (a) The Executive Secretary of Undergraduate Academic Affairs shall —
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Co-manage the Academic Affairs Department of the Executive Cabinet;
 - (iii) Work collaboratively with the Senate Undergraduate Education

- Policy Committee;
 - (iv) Develop and maintain a program for undergraduate student evaluation of courses and professors;
 - (v) Investigate, report and make recommendations on academic matters;
 - (vi) Seek maximum undergraduate student representation on all academic advisory committees and councils, the Board of Trustees Committee on Academic Affairs, the Office of the Provost, and all University academic advisory committees or councils;
 - (vii) Maintain regular communication with all student representatives on all academic advisory committees and councils; and
 - (viii) Monitor academic affairs projects at other universities.
 - (ix) Recommend the necessary nomination of graduate Student Government Association representatives to Faculty Relations, boards, and committees and be aware of all issues pertaining to the Faculty Senate; and
 - (x) Co-manage the Assistant Secretary for Career & Student Success who shall be responsible for tasks and initiatives assigned, propagated or as novelly conceived, and to report upon all information as is necessary for the execution of the President's duties.
- (b) The Executive Secretary of Graduate Academic Affairs shall—
- (i) Report directly to the President and Chief of Staff;
 - (ii) Co-manage the Academic Affairs Department of the Executive Cabinet;
 - (iii) Work collaboratively with the Graduate Senate Education Policy Committee;
 - (iv) Develop and maintain a program for graduate student evaluation of courses and professors;
 - (v) Investigate, report and make recommendations on academic matters;
 - (vi) Seek maximum graduate student representation on all academic advisory committees and councils, the Board of Trustees Committee on Academic Affairs, the Office of the Provost, and all University academic advisory committees or councils;
 - (vii) Maintain regular communication with all student representatives on all academic advisory committees and councils;
 - (viii) Monitor academic affairs projects at other universities;
 - (ix) Recommend the necessary nomination of graduate Student Government Association representatives to Faculty Relations, boards, and committees and be aware of all issues pertaining to the Faculty Senate; and
 - (x) Co-manage the Assistant Secretary for Career & Student Success who shall be responsible for tasks and initiatives assigned, propagated or as novelly conceived, and to report

upon all information as is necessary for the execution of the President's duties.

- (c) The Executive Secretary of Graduate Student Life shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Co-manage the Student Life Department of the Executive Cabinet;
 - (iii) Be a graduate student;
 - (iv) Be informed of and make recommendations in non-academic areas of concern to graduate students;
 - (v) Explore means for the improvement or development of non-academic services to graduate students provided by the University and the city, local suburban, regional, and federal government agencies; and
 - (vi) Communicate with all offices of the University in matters where graduate students are concerned.
 - (vii) Assist the Senate Graduate Student Life Committee in updating and distributing the Student Government Association Graduate Student Guide annually, as needed and in collaboration with the Senate Graduate Student Life Committee Chair.
- (d) The Executive Secretary of Undergraduate Student Life shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Co-manage the Student Life Department of the Executive Cabinet;
 - (iii) Be an undergraduate student;
 - (iv) Be informed of and make recommendations in non-academic areas of concern to undergraduate students;
 - (v) Explore means for the improvement or development of non-academic services to undergraduate students provided by the University and the city, local suburban, regional, and federal government agencies; and
 - (vi) Communicate with all offices of the University in matters where undergraduate 5 students are concerned.
- (e) The Executive Secretary of Diversity, Equity, and Inclusion shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Maintain regular communications with representatives of the multicultural community at GW, including to members of multicultural student organizations and staff at the Multicultural Student Services Center;
 - (iii) Develop and assist with initiatives that will support the Multicultural Student Services Center, campus community, and relevant university departments to promote a spirit of diversity and inclusion on campus;
 - (iv) Attend Finance Committee appeal sessions that pertain to the budgets of multicultural organizations; and
 - (v) Monitor diversity and inclusion initiatives at other universities.
- (f) The Executive Secretary of Community and Government Relations shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Manage the entirety of the Community and Government Relations Department;

- (iii) Regularly attend the meetings of community organizations and Government bodies including, but not limited to, the Council of the District of Columbia, Advisory Neighborhood Commission 2A, the Foggy Bottom Association, and the West End Citizens Association;
 - (iv) Serve as the representative of the student body to the University on issues relating developments with University projects;
 - (v) Represent the interests and viewpoints of the Student Government Association before the Government on issues involving the neighboring community;
 - (vi) Be informed of and make recommendations to the Student Government Association and University on issues involving the Foggy Bottom and West End community;
 - (vii) Support a broad, engaging, and updated slate of offerings in community service and engagement for GW students; and
 - (viii) Advocate for new public policy that advances the interests of the student body in accord with new government projects and initiatives.
- (g) The Executive Secretary of Campus Services shall—
- (i) Report directly to the President and Chief of Staff;
 - (ii) Manage the entirety of the Campus Services Department;
 - (iii) Collaborate and meet with the Senate Committee on Campus Services;
 - (iv) Oversee the allocation of student organization offices and storage space;
 - (v) Be informed of and make recommendations on issues related to campus buildings, campus operations, safety, security, and accessibility; and
 - (vi) Serve as representative to and seek maximum student representation on all committees and councils related to campus planning and operations.
- (h) The Executive Secretary of Internal Relations shall—
- (i) Report directly to the President and Chief of Staff;
 - (ii) Lead the development and operations of an annual Student Government Association-wide retreat;
 - (iii) Lead the development and operations of an annual Student Government Association-wide End of-Year Celebration;
 - (iv) Manage the logistics of outgoing interviews and 1:1 check-ins with SA members;
 - (v) Manage a set of Office Assistants (OAs), tasked with operating the SA office; and
 - (vi) Assist the Executive Team in creating a cohesive, strong, positive working environment for all SA leaders.
- (i) The Executive Secretary of Accessibility Advocacy shall—
- (i) Report directly to the President and Chief of Staff;
 - (ii) Liaison between organizations representing students with disabilities and Student Government Association;
 - (iii) Promote programming and policies to support the disabled student Community;
 - (iv) Promote and build upon the 2019 Student Government Association Accessibility Report by presenting a 2022 Campus Accessibility Report;
 - (v) Leading the Accessibility Advocacy Department; and
 - (vi) Lead all efforts for student accessibility at the University, including accessible student space, academic buildings, and transportation options.

- (j) The Executive Secretary of Facilities shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Be responsible for implementing advocacy efforts aimed at improving the Facilities Experience on campus;
 - (iii) Be familiar with Facilities Planning, Construction, and Management and The Division of Safety and Facilities, and be the representative from the Student Government Association for all issues pertaining to the Facilities Experience on campus with the GW administration.
 - (iv) Creating SGA mechanisms to track Student satisfaction with Facilities on-campus experience.
- (k) The Executive Secretary of Alumni Relations shall—
 - (i) Report directly to the President and Chiefs of Staff;
 - (ii) Serve as the chief liaison of the Student Government Association to the Department of Alumni Relations and GW Alumni Association, as well as Student Government Association and University alumni;
 - (iii) Maintain and update a database of Student Government Association alumni and contact information;
 - (iv) Organize at least two (2) Student Government Association alumni events per academic year, to maintain active relations with alumni, connect members with alumni in fields of interest, and solicit revenue funds;
 - (v) Organize at least one (1) fundraising campaign per academic year, including soliciting revenue funds for an annual special project; and
 - (vi) Engage with notable GW Alumni.
- (l) The Executive Secretary of Health shall—
 - (i) Report directly to the President and Chief of Staff;
 - (ii) Be responsible for implementing advocacy efforts aimed at improving Student Health;
 - (iii) Be familiar with the Student Health Center providers and be the representative from the Student Government Association for all issues pertaining to Student Health with the Student Health Center and GW administration; and
 - (iv) Creating SGA mechanisms to track Student satisfaction with the Student Health Experience.

Chapter 303. Executive Orders

Section 30301. In General

- (a) The President may issue, to subordinate officials serving at the President's pleasure, executive orders which carry the force of law, but such orders may be abrogated in bill form at any time by a two-thirds (2/3rds) majority of Senators Present, without referral to the President.
- (b) The President may issue, in the adjournment of the Senate, such executive orders necessary and proper for the functioning of the Student Government Association, and which carry the force of law; but such executive orders will automatically expire upon adjournment of the third Senate meeting following issuance unless approved in bill form by a two-thirds (2/3rds) majority of Senators Present, without referral to the President; and such executive orders may be abrogated, in bill form but without referral to committee, at any time by a majority of Senators Present, without referral to the President.

(c) All executive orders take effect immediately upon issuance.

Section 30302. Content

(a) All executive orders must contain—

- (i) a title;
- (ii) a one (1) sentence statement of the purpose;
- (iii) a number signifying the semester and the chronological placement of the executive order, following 'EO';
- (iv) a clause invoking the power to issue executive orders;
- (v) one (1) or more clauses stating the reasons why the order is necessary and proper for the functioning of the Student Government Association;
- (vi) the body of the order;
- (vii) the enactment date of the order; and
- (viii) the signature of the President.

Section 30303. Notification

- (a) Within six (6) hours of issuance, the President or their designee shall transmit an electronic copy of the executive order to the Vice President and all members of the Senate and shall publicly post a copy of the executive order on the Student Government Association's website.
- (b) All executive orders shall be archived in a publicly accessible venue by the end of the Student Government Association term, transmitted by the Student Government Association President or their designee and access to the publicly accessible venue shall be transmitted to all members of the Student Government Association at minimum on an annual basis.

Section 30304. Invalidation

- (a) Any executive orders issued in violation of this section are void and have no force of law.

Chapter 304. Organization of the Executive Branch

Section 30401. Organizational Diagram

- (a) The President shall submit to the Senate an organizational diagram of the Executive including names, titles, and hierarchy.
- (b) The President shall submit this diagram at the first meeting of the Senate of its regular term.
- (c) The President shall submit an updated diagram at the meeting of the Senate following any change that affects such diagram.

Section 30402. Organizational Hierarchy

- (a) All Executive Cabinet members, with the exception of the President and Vice President, are on equal standing within the hierarchy of the Executive and shall report directly to the President.
- (b) This subsection may not limit the powers of the President to create and appoint advisors and assistants to supervise and direct the operations of the executive.

Chapter 305. Executive Branch Eligibility Checks

Section 30501. Request

- (a) The President shall elicit a written request to all Executive Cabinet members and Executive Secretaries, within the first week of the given semester requesting their permission to check

their eligibility.

- (b) In the case of a mid-semester appointment, the President shall check the newly appointed Executive Cabinet member or Executive Secretary at that time, following the same procedure and provisions as outlined in this section.

Section 30502. Permission

- (a) Executive Cabinet members and Executive Secretaries shall give permission in writing to the President within seven (7) days of the request of the President.
 - (i) If, after the seventh (7th) day, an Executive Cabinet member or Executive Secretary does not grant permission, eligibility will be checked without their permission.
 - (ii) If eligibility is checked without the permission of an Executive Cabinet member or Executive Secretary, a letter notifying the Executive Cabinet member or Executive Secretary of a record inquiry will be sent to the Executive Cabinet member or Executive Secretary by the President.
 - (iii) The President can then make an inquiry without permission but no earlier than three (3) business days after the notification of inquiry has been sent to the Executive Cabinet member or Executive Secretary.

Section 30503. Ineligibility

- (a) Upon a finding that an Executive Cabinet member or Executive Secretary is not eligible according to the requirements stipulated in the Constitution, the President shall privately notify the Executive Cabinet member or Executive Secretary in writing.
- (b) No earlier than seven (7) days and no later than ten (10) days after an Executive Cabinet member or Executive Secretary has been notified of their ineligibility may the President take action and remove the Executive Cabinet member or Executive Secretary.
- (c) If at this time, the Executive Cabinet member or Executive Secretary refuses to resign, the President shall notify the Vice President and Chairperson Pro Tempore.

Section 30504. Record of Inquiry

- (a) A copy of all dated letters of inquiry of letters sent to the Executive Cabinet members and Executive Secretaries, letters granting their permission to the President, and letters of eligibility (including a letter of eligibility of the President) must be given to the Vice President and Chairperson Pro Tempore by the second Senate meeting of the given semester.
- (b) In the case of a mid semester appointment, the documents referred to in paragraph (1) must be given to the Vice President and Chairperson Pro Tempore no later than fourteen (14) days after the initial letter of inquiry was sent to the Executive Cabinet member or Executive Secretary by the President.

Chapter 306. Executive Branch Oath of Office

- (a) The following oath must be used before ascension to an office of the Executive Branch: “I, (name), do solemnly swear (or affirm) that I will faithfully execute the office of (President/ Vice President/ Chief of Staff/ Legislator General/ Treasurer/ Communications Director, etc.), and will, to the best of my ability, support the Charter and Constitution of the George Washington University Student Government Association, and promote the general welfare of the University student community.”

Chapter 307. Assignment of Acting Powers

Section 30701. General

- (a) The President may assign acting powers to a person to temporarily fulfill the duties of a vacant Executive Office.
- (b) The President must notify the Vice President of the assignment of acting powers, including the date of such assignment, within two (2) days of the assignment.
- (c) This assignment will expire at the adjournment of the second regular Senate meeting after the date of assignment.

Section 30702. Frequency Limitation

- (a) No person may be assigned acting powers for a given office more than once within a presidential term.

Chapter 308. Vacancy in the Office of the President- and Vice President Elect

Section 30801. President-Elect

- (a) In the event of a vacancy in the office of President-elect, the Vice President-elect shall act as President-elect and exercise all powers therein, until the election of a President, pursuant to Article XIII, section 1 of the Constitution.
- (b) If an election is not held, the position of President-elect must be filled in accordance with the line of succession of the Office of the President, pursuant to Article XIV, section 1(a) of the Constitution.

Section 30802. President- and Vice President-Elect

- (a) In the event of a vacancy in both the offices of President-elect and Vice President elect, the Senate shall appoint an Acting President-elect who shall exercise all powers therein, until the election of a President or Vice President pursuant to Article XIII, section 1 of the Constitution.
- (b) If an election is not held, the position of President-elect must be filled in accordance with the line of succession of the Office of the President, pursuant to Article XIV, section 1(a) of the Constitution and the position of Vice President-elect must be filled in accordance with the appointment and confirmation process pursuant to Article XIV, section 1(b) of the Constitution.

Chapter 309. Joint Committee of Faculty and Students.

Section 30901. Student Membership

- (a) There must be seven (7) representatives of the Student Government Association (hereinafter referred to in this section as 'student members') to the Joint Committee of Faculty and Students of the George Washington University (hereinafter referred to in this section as the 'Joint Committee').
- (b) The President shall, with the approval of a simple majority of Senators Present, appoint from the student body all student members of the Joint Committee, and each student member shall serve in their position until their removal therefrom by the President or the Senate, or until they cease to be a student at the University.
- (c) The President shall, with the approval of a simple majority of Senators Present, designate one (1) student member as Student Co-Chairperson of the Joint Committee. (4) At any time, no less than two (2) student members of the Joint Committee may be members of the

Senate, and at least one (1) of their numbers must be a graduate Senator.

Section 30902. Reports to the Joint Committee

- (a) Following the appointment of a student member, or the designation of a student member as Student Co-Chairperson of the Joint Committee, the President shall inform the Joint Committee of the appointment or designation no later than forty eight (48) hours after the appointment or designation is confirmed.
- (b) Upon the removal of a student member of the Joint Committee by the Senate, the Chairperson Pro Tempore may notify the President no later than forty-eight (48) hours after the removal.
- (c) In all cases of removal of a student member, whether affected by the Senate or by the President, the President shall report to the Co-Chairs of the Joint Committee no later than forty-eight (48) hours after the removal.

Section 30903. Reports of the Student Members

- (a) The Student Co-Chairperson of the Joint Committee, or their designee, shall, at the first full meeting of the Senate following a meeting of the Joint Committee of Faculty and Students, report to the Senate on the matters and occurrences in all meetings of the Joint Committee that have intervened since the next previous full meeting of the Senate.

Section 30904. Definition

- (a) For the purposes of this chapter, the terms 'President' and 'Senate' include 'President elect' and 'Senate-elect,' respectively.

Chapter 310. The Faculty Senate

Section 31001. Student Representation on Faculty Senate Committees

- (a) The President shall, with the approval of a simple majority of Senators Present, appoint from among the student body individuals to serve as student representatives to the various committees of the Faculty Senate, in accordance with the operative procedures of such committees.
- (b) Each student representative to a committee of the Faculty Senate shall serve in their position until their removal therefrom by the President or the Senate, or until they cease to be a student at the University.

Section 31002. Availability of Representative Seats

- (a) The President, or their designee, shall—
 - (i) investigate;
 - (ii) compile, keep and maintain data regarding the policies and procedures of the various committees of the Faculty Senate, and regarding the availability and regulation of student representation thereto by the Faculty Senate; and
 - (iii) make available to the public and report to the Senate regularly the information compiled pursuant to this subsection.
- (b) The President shall—
 - (i) solicit and receive requests by the various committees of the Faculty Senate for student representation thereto, and may notify the Senate regularly of all such requests made; and
 - (ii) make reasonable efforts to secure continuing student representation to the various committees of the Faculty Senate.

Section 31003. Reports to Faculty Senate Committees

- (a) Following the appointment of a student representative to an available seat on a committee

of the Faculty Senate, the President shall inform the Faculty Senate of the appointment no later than forty-eight (48) hours after the appointment is confirmed.

- (b) Upon the removal by the Senate of a student representative to a committee of the Faculty Senate, the Chairperson Pro-Tempore may notify the President no later than forty-eight (48) hours after the removal.
- (c) In all cases of removal of a student representative to a committee of the Faculty Senate, whether initiated by the Senate or by the President, the President may notify the appropriate Faculty Senate members no later than forty-eight (48) hours after the removal.

Section 31004. Reports of the Student Representatives

- (a) Each student representative, or their designee, shall, by the first Full Senate meeting following a meeting of their respective Faculty Senate committee, report to the Senate on all matters and occurrences of the committee that have transpired since the previous full meeting of the Senate.
- (b) This report must be delivered either verbally during the Full Senate meeting or via a written notice submitted to the Vice President and must be made accessible to the Full Senate.

Part IV. Disciplinary Procedures

Chapter 401. General Provisions

Section 40101. Types of Disciplinary Procedures and Penalties

- (a) There are two (2) procedures by which the Student Government Association shall determine malfeasance, misfeasance, nonfeasance, or any other violation of a governing document of the Student Government Association on the part of any person nominated, elected, or appointed by or to office in the Student Government Association—
 - (i) Censure, in which the Student Government Association publicly finds and declares a person to have committed nonfeasance by failing to fulfill the duties and responsibilities of their respective office; and
 - (ii) Impeachment, in which the Student Government Association publicly finds and declares a person to have committed malfeasance, misfeasance, or any other violation of a governing document of the Student Government Association which warrants removal from their respective office.
- (b) The Student Government Association shall be bound by the limitations provided in the Charter, Constitution, and relevant University policies and procedures in assessing any penalties against a person.
 - (i) Penalties assessed against a person as a result of any disciplinary procedure must be generally proportional to the severity of the offenses charged and convicted, with removal from office the maximum penalty that may be assessed by the Student Government Association.
 - (ii) Upon censuring a person, the Student Government Association shall assess any penalties against the censured person except for removal from office.
 - (iii) Upon impeaching and convicting a person, the Student Government Association shall assess any penalties, up to and including removal from office, against the impeached and convicted person.
 - (iv) No additional penalty, except for referral to the University Office of Student Rights and Responsibilities, shall be assessed against a person in any case in

which removal from office is assessed.

- (c) The Senate shall not be obliged to suggest or require a resignation by any individual subject to these disciplinary provisions at any stage of disciplinary proceedings.
- (d) The Senate shall not be obliged to accept any resignation submitted by an individual to the Senate upon the initiation of disciplinary proceedings.

Section 40102. Basic Guarantees

- (a) All disciplinary proceedings will consist of two (2) stages—
 - (i) the first stage, in which charges are brought against a person before the Full Senate and the question before the Senate is whether to initiate disciplinary proceedings against that person on the basis of the charges presented; and
 - (ii) if the Senate decides to initiate disciplinary proceedings, the second stage, in which the Senate sits as a court of trial to try the charges, consider the evidence in support and against a person's guilt, and determine what penalties to assess under the charges.
- (b) In exercising its exclusive power to censure, impeach, and try censure and impeachment charges, the Senate shall, at a minimum—
 - (i) prepare the charges and specifications for each charge, along with proposed penalties to be assessed upon conviction and censure, in writing;
 - (ii) present the written list of charges, specifications, and proposed penalties at an open and public meeting of the Full Senate;
 - (iii) notify the person subject to the charges in writing in advance of the meeting(s) at which the Senate will consider the charges, including—
 - (1) forwarding a copy of the written list of charges, specifications, and proposed penalties;
 - (2) notifying the person about the procedural steps for censure or impeachment in which they may participate and present a defense;
 - (3) notifying the person about the time and date of the meeting(s) at which the Senate will consider the charges against them; and
 - (4) notifying the person about their rights to counsel, present witnesses, evidence, and testimony in their defense, confront and cross-examine witnesses presented against them, and appeal of decisions of the Presiding Officer;
 - (iv) notify the President, Vice President, Chairperson Pro Tempore, and Chief Justice of the Student Court of the written list of charges and meeting(s) at which the Senate will consider the charges;
 - (v) seat a member of the Student Court as Presiding Officer during any proceedings in which the Full Senate considers a person's guilt under the charges, receives evidence and hears testimony regarding the charges, and debates and votes on whether to censure or convict the person on the charges presented and what penalties to be assessed;
 - (vi) afford equal time for presentation of the case against and in defense of a person subject to disciplinary proceedings;
 - (vii) be duly sworn to consider the charges and specifications for censure or try the impeachment truly and impartially according to the evidence;
 - (viii) vote on all decisions arising in censure or impeachment proceedings

- freely, without any mental reservation or purpose of evasion, in accordance with their conscience and the balance of the evidence;
 - (ix) preserve the secrecy of deliberations and votes of individual Senators with regards to the final debate and votes on conviction and penalties; and
 - (x) notify the person subject to the charges of the decision of the Senate, including vote totals upon request, and associated penalties assessed as a result of conviction on any charges.
- (c) No person shall preside over any type or part of disciplinary proceedings concerning themselves.
 - (d) Provisions under Part IV designating a specific officer must be read and construed to allow officers in their respective lines of succession to carry out the duties and responsibilities assigned thereof in the event the specific officer designated by provisions under this level is disqualified by this provision.
 - (e) No disciplinary proceeding shall be initiated against any person without the concurrence of a simple majority of the Voting Senators in a motion to initiate a disciplinary proceeding against that person.
 - (f) No person shall be censured or convicted upon impeachment without the concurrence of two-thirds (2/3rds) of the membership of the Senate.
 - (g) Justices of the Student Court shall not be convicted upon impeachment without the concurrence of three-fourths (3/4ths) of the membership of the Full Senate.
 - (h) No penalty shall be assessed upon a person censured or convicted upon impeachment without the concurrence of two-thirds (2/3rds) of the membership of the Full Senate.

Section 40103. General Trial Procedure

- (a) The task of presenting the case against the accused before the Senate is borne by managers designated either in the charging resolution or by other action of the Full Senate.
 - (i) In presenting the evidence against the accused, managers shall strive that the trial will get at the truth and, in the light of all facts brought out, the outcome will be just.
 - (ii) The Vice President and Senators shall not be barred from serving as managers or counsel for the accused, and service as manager or counsel for the accused shall not bar Senators from participating in debate and vote on the guilt of the accused and penalties to be assessed thereof.
 - (iii) No person serving as a manager or counsel for the accused shall preside over the Senate during trial proceedings for their respective case.
- (b) The Chief Justice of the Student Court shall preside over trial proceedings against the President of the Student Government Association or the Vice President of the Student Government Association acting as President.
- (c) Once the present members of the Senate are duly sworn, the presiding member of the Student Court shall direct the reading of each charge and associated specifications and proposed penalties as contained in the charging resolution.
- (d) The presiding member of the Student Court shall then ask the accused how they plead, whereupon the accused shall reply either "guilty" or "not guilty".
 - (i) Each specification to a charge is first pled in order, then the overall charge is pled. Guilt on all specifications to a charge shall not automatically result in guilt for the charge itself.

- (ii) If there is a plea of ‘guilty’ to the charge, then there is no need for trial on that charge. The Senate shall hear a brief statement of the facts for a charge with a guilty plea prior to determining the penalty to be assessed for that charge.
 - (iii) If there is a plea of ‘not guilty’ to the charge, then the Senate shall try the accused for that charge.
 - (iv) Absence of the accused will automatically render a plea of ‘not guilty’ to a charge 23 or specification.
- (e) If trial is necessary, the presiding member of the Student Court shall then explain the steps of the trial before calling each step in sequence. The Senate may adjourn and reconvene as a court of trial across several meetings such that the various steps of trial proceedings are heard during different meetings, but in no case shall trial proceedings be unduly delayed or the accused denied notice of the meetings at which the case against them will be considered.
- (i) The Senate shall first hear the opening statements of both sides, with managers first;
 - (ii) Then, the Senate shall hear the testimony of witnesses produced by the managers has their case-in-chief, including cross-examination by the accused;
 - (iii) Then, the Senate shall hear the testimony of witnesses produced by the accused as their defense case-in-chief, including cross-examination by the managers;
 - (iv) Finally, the Senate shall hear the closing arguments of both sides, with managers first.
- (f) Once closing arguments are concluded, the Senate shall proceed immediately to executive session. The accused and all non-members of the Senate, except for the presiding member of the Student Court, managers, counsel for the accused, and Senate staff, must be expelled from the room for the Senate to decide on the question of guilt of the accused. Managers and counsel for the accused that are not members of the Senate must be afforded the right to debate.
- (i) The presiding member of the Student Court shall then direct the Senate to the charging resolution and state the question on the finding as to the guilt of the accused, as follows: “The question before the Senate is: Is [full name of accused] guilty of the charges and specifications preferred against them?”.
 - (ii) Each separate specification, then the overall charge, is read, opened to debate, and voted on separately.
 - (1) The Senate may choose to delay the several votes to be taken on a single ballot.
 - (2) Specifications may be amended to conform to the facts brought out in trial, subject to a simple majority of Voting Senators concurring in a motion to amend.
 - (3) Charges may be amended to conform to the facts brought out in trial, subject to a two-thirds (2/3rds) majority of Voting Senators concurring in a motion to amend. No amendment may change the charge to a different charge not wholly included within the original charge for which the accused was tried.
 - (4) No amendments to a charge or specification are to be permitted once a vote has been taken on the charge or any associated specification.
 - (iii) Two-thirds (2/3rds) of all Voting Senators are required for conviction on a charge, with no proxy votes permitted.
 - (1) The votes on each charge and specification may be taken by roll call, but in

- no 19 case will the votes of each individual Senator be disclosed to anyone not in 20 attendance of the executive session.
- (2) A simple majority of all Voting Senators is sufficient to find guilt for a specification.
 - (3) If the accused is found not guilty for all specifications for a charge, the accused is automatically found not guilty for the charge.
 - (4) In the event a single ballot is used and the accused is found not guilty for all specifications for a charge, the vote on the charge is ignored.
- (iv) The Senate shall then consider the proposed penalties for each charge upon which the accused was convicted or pled guilty.
- (1) The proposed penalties for each charge must be read, opened to debate, and voted on separately.
 - (2) The Senate may choose to delay the several votes to be taken on a single ballot.
 - (3) The language of the penalties for each guilty charge may be amended by simple majority of Voting Senators concurring in a motion to amend.
 - (4) Two-thirds (2/3rds) of all Voting Senators are required for imposing a penalty for a guilty charge.
- (v) Nothing in this section shall bar the Senate from declining to impose a penalty for a guilty charge.
- (g) Once penalties have been decided, the Senate shall exit executive session, whereupon the presiding member of the Student Court shall announce the Senate's decision before concluding trial proceedings and relinquishing the chair.
- (i) The decision of the Senate is final and binding upon its announcement in open session at the conclusion of trial proceedings.
 - (ii) Apart from oral announcement, the presiding member of the Student Court shall also notify the accused of the final verdict and penalties assessed in writing upon the conclusion of trial proceedings.
 - (iii) The member of the Student Court who presides over a trial proceeding in which the Senate reaches a final verdict shall, within thirty (30) calendar days of the issuance of the final verdict of the Senate in a trial proceeding, prepare and deliver a final memorandum addressed to the President, Vice President, Chairperson Pro Tempore, and Chief Justice stating—
 - (1) the original charges, specifications, and proposed penalties against the accused, as contained in the charging resolution;
 - (2) the final amended charges and specifications against the accused, as agreed to by the Senate immediately prior to the final votes on each charge and specification;
 - (3) the findings of the Senate, with numerical counts of the yeas and nays, on each charge and specification against the accused;
 - (4) the final amended penalties for each charge against the accused, as agreed to by the Senate immediately prior to the final votes on penalties; and
 - (5) the penalties assessed by the Senate, with numerical counts of the yeas and nays, on each charge against the accused.
 - (iv) The Senate shall maintain and preserve the records of any executive session in which disciplinary proceedings were undertaken separate from the records of its other sessions.

- (1) Such records must also include the final memorandum prepared by the presiding member of the Student Court.
- (2) The records of any executive session in which disciplinary proceedings were undertaken shall only be released for general viewing upon a concurrence of two-thirds (2/3rds) of all Voting Senators in the same.
- (3) The final memorandum prepared by the presiding member of the Student Court must be produced upon request by any member of the Student Government Association.

Section 40104. Procedural Issues at Trial; Evidence; Appeals

- (a) Upon the start of presentation of cases for and against the accused, and until the conclusion of closing statements in the cases for and against the accused, only the following parties are entitled to the floor: the managers, accused, and counsel for the accused.
 - (i) No motion except for a motion to recess, adjourn, or enter or exit executive session shall be in order. All questions and other matters except for the aforementioned motions must be addressed to the presiding member of the Student Court in writing.
 - (ii) A Senator seeking to make a motion to recess, adjourn, or enter or exit executive session shall seek recognition only upon conclusion of the immediate remarks by a party entitled to the floor. In making the motion, the Senator shall briefly state their reasoning for making the motion, whereupon the Senate shall immediately vote on the motion without further debate.
 - (iii) Apart from the questioning of witnesses, all parties shall address the presiding member of the Student Court in making their statements on the case.
 - (iv) If a Senator who is not a manager or with the defense wishes a question to be put to a witness, a manager, or the defense, the question must be submitted in writing to the presiding member of the Student Court, who shall ask it at an appropriate point or rule it out of order of their own accord.
- (b) All witnesses must be administered the following oath or affirmation in the presence of the Senate sitting as a court of trial prior to their testimony: "Do you solemnly swear (or affirm) that evidence you shall give in the case, now pending before the Senate, shall be the truth, the whole truth, and nothing but the truth?"
- (c) Any member of the Student Government Association may be compelled to testify before the Senate upon proper notice that they will be called.
 - (i) Such notice must be in writing and must be delivered to the member at least five (5) calendar days in advance of the meeting at which they will be called to testify.
 - (ii) Failure of a member of the Student Government Association to testify will be considered a willful violation of this paragraph and grounds for commencing disciplinary procedures before the Senate.
- (d) Cross-examination, re-direct-examination, and re-cross-examination of witnesses are permitted, and witnesses can be recalled for further testimony upon the discretion of the presiding member of the Student Court.
- (e) As disciplinary proceedings are an internal matter of the Student Government Association, formal rules of evidence, along with the formal protections of a legal proceeding in the courts and other adjudicatory tribunals of the United States, do not apply.
 - (i) The Senate is the sole judge of the credibility of witnesses, testimony, and evidence, and the weight afforded to the same in making its final determination of

- the guilt of the accused.
- (ii) Witnesses, testimony, and evidence will generally be admitted except where the witnesses, testimony, or evidence clearly have no probative value for proving the charges or specifications alleged against the accused.
- (f) The presiding member of the Student Court shall, apart from ruling on ordinary matters of parliamentary procedure, rule on all questions of evidence, any objections and requests by the managers or defense, and the germaneness of amendments to the language of the charges, specifications, and proposed penalties.
- (i) All such rulings must be orally delivered to the Full Senate and noted in the record of proceedings.
 - (ii) In any dispute regarding a question of evidence, objection, or request by a manager or member of the defense, the managers shall argue the merits thereof first, followed by the defense.
 - (iii) Upon a ruling by the presiding member of the Student Court, a Voting Senator who is not the accused and not serving as a manager or counsel for the accused may immediately appeal the ruling by taking an undebatable appeal of the decision of the chair.
 - (1) Upon a second by another Voting Senator, the presiding member of the Student Court shall immediately put the question before the Senate and briefly explain their ruling, whereupon a simple majority of Voting Senators will decide the question.
 - (2) The general form of the question must be: "Shall the decision of the chair be sustained?"
 - (iv) The presiding member of the Student Court may submit any question of evidence in the first instance to the Full Senate for decision, whereupon a simple majority of Voting Senators shall decide the question without debate. The general form of the question is: "*Shall the [evidentiary material] be admitted as evidence?*".
- (g) There shall be no any interlocutory appeals to the Student Court regarding any matter arising in a disciplinary proceeding.

Section 40105. Organizations and Non-Exclusivity

- (a) The disciplinary procedures under Part IV shall apply only to persons nominated, elected, or appointed by or to office in the Student Government Association.
- (b) Nothing under this level shall be read or construed to bar the Student Government Association from taking disciplinary action against student organizations for violations of Student Government Association laws and regulations.
- (c) Nothing under this level shall be read or construed to bar the Senate from adopting a resolution providing for specific trial procedures in a disciplinary proceeding in lieu of those provided in section of this Bylaw.
 - (i) Any such resolution must be bound by the basic guarantees provided for in section 2 of this Bylaw and the provisions of section 4 of this Bylaw.
 - (ii) No individual subject to the provisions under this level shall be tried by committee.
- (d) Any procedural matters not addressed by the provisions under Part IV or a duly adopted Senate resolution must be governed by the most recent edition of Robert's Rules of Order.

Chapter 402. Censure

Section 40201. General

- (a) Censure proceedings must take place within the regular parliamentary procedural framework of introduction and consideration of a resolution, as if a member had objected to consideration of the same.
- (b) Accordingly, the two (2) stages of censure proceedings are—
 - (i) the first stage, in which the Senate is presented with a draft censure resolution and considers the question of whether the charges and specifications alleged in the draft censure resolution warrant initiation of censure proceedings against the accused; and
 - (ii) the second stage, in which the Senate considers the question of whether to censure the accused by adopting the draft censure resolution.
 - (1) During the time normally allotted for debate on the resolution, the Senate shall try the case against the accused, debate and vote on the guilt of the accused under each charge and associated specifications, and if conviction occurs, debate and vote on the penalties to be assessed against the accused.
 - (2) A verdict of conviction must result in adoption of the censure resolution, as amended by the Senate during its deliberations on the guilt of the accused.

Section 40202. Form of Censure Resolution

- (a) The form of a censure resolution must take the form of an ordinary Senate special resolution, subject to the following modifications:
 - (i) The short title of an impeachment resolution must be: “*Censuring [Full Name], [Position Title]*”.
 - (ii) The initial committee assignment must be to the Full Senate.
 - (iii) The purpose must be: “To censure [full name], [position title], for [brief general description of the charges or events leading to censure, e.g., ‘nonfeasance in office’], and to set forth the charges, specifications, and proposed penalties for the same.”.
 - (iv) Any preambulatory clauses (“*Whereas...*”) shall be used only to set forth any facts or events leading to censure and any prior actions of the Student Government Association.
 - (v) The operative section of the resolution, starting with a resolving clause, must be generally formatted as follows, as illustrated by hypothetical examples drawn from Robert’s Rules of Order:
 - (1) *BE IT RESOLVED by the Senate of the The George Washington University Student Government Association (two-thirds of the members concurring therein), That [Full Name] is hereby censured for the following charges and specifications, and subject to the penalties thereof;*
CHARGE 1: [Name of charge, e.g., ‘Neglect of duty in office.’]
SPECIFICATION 1A: [Provide a specific fact to support the charge, e.g., ‘In that [Full Name] has failed to account for at least \$10,000 of the Society’s funds known to have been given into their custody.’]

SPECIFICATION 1B: [Provide additional specific facts to 19 support the charge, e.g., 'In that [Full Name] has 20 repeatedly failed to provide the financial records of her 21 treasurership for review by the auditing committee.']

PENALTIES: [State proposed penalties for the charge, e.g., 'Public formal written apology addressed to the Senate.']

(2) *CHARGE 2: [Name of charge.]*

SPECIFICATION 2A: [Provide a specific fact to support the charge.]

PENALTIES: [State proposed penalties for the charge.] [etc., as many charges, specifications, and penalties as needed.]

[Specific conditions to penalties, such as delaying their effective date, may be mentioned in further resolving clauses, such as the following: BE IT RESOLVED, That the penalties herein shall take effect on [Month Day, Year, or days after conclusion of trial, etc.].]

Section 40203. Initiating Censure Proceedings

- (a) Censure proceedings shall only be initiated when a simple majority of Voting Senators concur in a motion to initiate censure proceedings against a person after being presented with a draft censure resolution that contains the proposed charges, specifications, and penalties against a person.
- (b) Only Voting Senators may bring a motion to initiate censure proceedings
 - (i) The motion must be properly seconded by another Voting Senator for the motion to be properly before the Full Senate and debate on the question of whether to initiate censure proceedings opened.
 - (ii) The form of the motion must generally be: “*I move that the Senate initiate censure proceedings against [full name of person], [title of person’s Student Government Association or Student Government Association-appointed position, if applicable], on the basis of the charges in the draft censure resolution [resolution number].*”.
 - (iii) Any Voting Senator seeking to bring a motion to initiate censure proceedings must prepare a draft censure resolution and give prior written notice to the Vice President and Chairperson Pro Tempore at least five (5) calendar days in advance of the meeting at which the motion will be brought.
 - (1) Such notice must include a copy of the draft censure resolution against the person, which must be distributed to the Full Senate in advance of the meeting at which the motion to initiate censure proceedings is to be brought.
 - (2) The motion to initiate censure proceedings must be noted on the public agenda of the Senate as a matter of new business for the meeting at which the motion is to be brought.
 - (3) Nothing in this subsection may be construed to prevent consideration of a motion to initiate censure proceedings as a valid reason for calling a special meeting of the Senate. Any special meeting called specifically for consideration of a motion to initiate censure proceedings must be held no sooner than five (5) calendar days from the day written notice was given.
- (c) Once the motion to initiate censure proceedings has been properly brought before the

Senate, the Presiding Officer shall open debate by generally stating the question as follows: “*The question before the Senate is whether censure proceedings should be initiated against [full name of person], [title of person’s Student Government Association or Student Government Association-appointed position, if applicable], on the basis of the charges in the draft censure resolution [resolution number].*”.

- (i) The Voting Senator bringing the motion to initiate censure proceedings must be recognized first in debate on the motion. The Voting Senator, or their designate, shall direct Senators to the draft censure resolution and, at a minimum, present and explain the grounds for initiating censure proceedings against the person.
- (ii) Debate on the motion to initiate censure proceedings must be limited to two (2) matters—
 - (1) whether censure proceedings are warranted for the charges alleged against a person, i.e., whether the alleged misconduct by the person deserves additional investigation and attention by the Full Senate; and
 - (2) whether the draft censure resolution appropriately sets out the charges and specifications for each charge.
- (iii) Discussion of the person’s guilt under the charges and what penalties to assess upon a finding of guilty are strictly out of order.
- (iv) The charges and specifications contained in the draft censure resolution may be amended during debate in accordance with regular parliamentary procedure governing amendments of proposed legislation.
 - (1) Adopted amendments removing a charge will also result in the removal of the 41 associated specifications and penalties for that charge.
 - (2) If a charge has no specifications by the close of debate and vote on the motion to initiate censure proceedings, the charge and its associated penalties must be removed from the draft censure resolution.
 - (3) Any amendment proposing an additional charge must also contain specifications and proposed penalties for that charge for the amendment to be in order.
- (v) The draft censure resolution may be referred to a Senate Committee for further review in lieu of an immediate vote on the motion to initiate censure proceedings.
 - (1) A successful motion to refer the draft censure resolution to a committee must table the motion to initiate censure proceedings until the committee reports back on the draft censure resolution or the Senate discharges the committee from consideration of the draft censure resolution.
 - (2) The mandate of any Senate Committee that the draft censure resolution is referred must be limited to only considering whether the draft censure resolution states charges and specifications for each charge in a sufficiently clear manner that gives proper notice to the accused.
 - (3) Nothing in this section shall be read or construed to bar referral of a draft censure resolution to a special or ad hoc committee appointed in line with regular parliamentary procedure. The mandate of any such committee must be limited in the same manner as referral to an existing Senate Committee.
 - (4) Any committee reporting on the draft censure resolution may recommend the Full Senate to not initiate censure proceedings given the content of the draft censure resolution. A negative report by a committee does not relieve the Full Senate of its obligation to vote on the motion to initiate censure

proceedings.

- (d) Upon close of debate on the motion to initiate censure proceedings, all Voting Senators shall vote on the motion to initiate censure proceedings.
 - (i) The Presiding Officer shall restate the question pending before the Senate in the same manner as at the opening of debate before reminding Senators that the vote on the motion has no bearing on the person's actual guilt under the alleged charges or the finality of penalties proposed in the draft censure resolution.
 - (ii) The Presiding Officer shall also remind Senators that adoption of the motion to initiate censure proceedings does not result in adoption of the draft censure resolution. Instead, the draft censure resolution must be forwarded as the charging document to the accused upon adoption of the motion to initiate censure proceedings and the Senate shall consider adoption of the draft censure resolution by trying the accused for the charges at a later meeting.
- (e) If a simple majority of all Voting Senators concur in the motion to initiate censure proceedings, the Senate shall forward the draft censure resolution to the accused at least five (5) calendar days prior to the meeting at which the Senate considers a person's guilt under the charges, receives evidence and hears testimony regarding the charges, and debates and votes on whether to censure the accused.
 - (i) The draft censure resolution shall not be modified after adoption of a motion to initiate censure proceedings and before the Senate tries the charges therein.
 - (ii) The Presiding Officer shall arrange a date and time for the meeting(s) at which the Senate shall try the accused for the charges contained in the draft censure resolution. Scheduling of such meetings must take into consideration the availability of the accused and their counsel, the managers, the Full Senate, and the member of the Student Court who shall preside.

Section 40204. Censure Hearings

- (a) A censure hearing is any proceeding during a meeting of the Senate at which the Senate considers a person's guilt under the charges by trying the accused for the charges contained in the draft censure resolution, receives evidence and hears testimony regarding the charges, or debates and votes on whether to censure the accused.
- (b) Censure hearings must commence within fourteen (14) calendar days of the vote adopting the motion to initiate censure proceedings. The decision of the Senate on whether to censure the accused by adoption of a finalized censure resolution must be finalized and delivered within thirty (30) calendar days of the vote adopting the motion to initiate censure proceedings.
- (c) The format of censure hearings must follow the general trial procedure provided in [Section 40103](#), with the following modifications:
 - (i) At the meeting at which adoption of the draft censure resolution is being considered, trial proceedings must begin upon the Senate moving to consider the agenda item of the draft censure resolution. The draft censure resolution must be the charging resolution for the purposes of [Section 40103](#).
 - (ii) In determining the guilt of the accused under the charges and specifications of the draft censure resolution, all amendments to charges and specifications must be made directly to the draft censure resolution.
 - (iii) After each charge and specification is voted on, the presiding member of the Student Court shall direct the draft charging resolution be modified such that any

charge upon which the Senate finds the accused not guilty must be struck, along with the associated specifications and penalties, from the draft charging resolution. Failure of the Senate to find the accused guilty under any charge provided in the draft censure resolution will result in the rejection of the entire draft censure resolution, whereupon the Senate shall exit executive session and conclude trial proceedings per the provisions of [Section 40103](#).

- (iv) In determining the penalties to be assessed against the accused, all amendments to penalties must be made directly to the draft censure resolution.
- (v) After each penalty is voted on, the presiding member of the Student Court shall direct the draft charging resolution be modified such that any penalty upon which the Senate declines to assess must be struck from the draft charging resolution.
- (vi) The final votes on charges, specifications, and penalties in the draft charging resolution must serve as the Senate's adoption or rejection of those parts of the resolution, as if the resolution was divided and voted upon per a normal motion to divide the question.
- (vii) Upon the conclusion of all final votes on all parts of the draft censure resolution, the presiding member of the Student Court shall certify the text of the censure resolution accurately reflects all amendments, findings, and penalties assessed by the Senate and sign the resolution as Presiding Officer, whereupon the censure resolution will enter into law. The Senate shall exit executive session and conclude trial proceedings per the provisions of [Section 40103](#).

Chapter 403. Impeachment and Removal

Section 40301. General

- (a) Impeachment proceedings must take place within the regular parliamentary 4 procedural framework of investigation, trial, and removal of an officer.
- (b) Accordingly, the two (2) stages of impeachment and removal proceedings are—
 - (i) during impeachment, the Senate is presented with a draft impeachment resolution, considers the question of whether the charges and specifications alleged in the draft impeachment resolution warrant initiation of impeachment proceedings against the accused, and adopts or rejects the draft impeachment resolution as a formal charging document; and
 - (ii) if the impeachment resolution is adopted, during the trial, the Senate considers the question of whether the accused is guilty of the charges levied against them in the impeachment resolution and what penalties are to be assessed against them. The Senate shall try the case against the accused, debate and vote on the guilt of the accused under each charge and associated specifications, and if conviction occurs, debate and vote on the penalties to be assessed against the accused.

Section 40302. Form of Impeachment Resolution

- (a) The form of an impeachment resolution must take the form of an ordinary Senate resolution, subject to the following modifications:
 - (i) The short title of an impeachment resolution must be: "*Impeaching [Full Name], [Position Title]*."
 - (ii) The initial committee assignment must be to the Full Senate.
 - (iii) The purpose must be: "*To impeach [full name], [position title], for [brief general description of the charges or events leading to impeachment, e.g., 'malfeasance in office'], and to set forth the charges, specifications, and*

proposed penalties for the same.”

- (iv) Any preambulatory clauses (“*Whereas...*”) shall only be used to set forth any facts or events leading to impeachment and any prior actions of the Student Government Association.
- (v) The operative section of the resolution, starting with a resolving clause, must be generally formatted as follows, as illustrated by hypothetical examples drawn from Robert’s Rules of Order:
 - (1) *BE IT RESOLVED by the Senate of the The George Washington University Student Government Association, That [Full Name] is hereby impeached for the following charges and specifications and subject to the proposed penalties therein upon conviction at trial; BE IT RESOLVED, That the Senate of the Student Government Association shall hold trial on the following charges and specifications, and [Full Name] is hereby cited to appear at trial to show 41 cause why they should not be subject to the proposed penalties on the following charges and specifications:*
 - a) *CHARGE 1: [Name of charge, e.g., ‘Neglect of duty in office.’]
SPECIFICATION 1A: [Provide a specific fact to support the charge, e.g., ‘In that [Full Name] has failed to account for at least \$10,000 of the Society’s funds known to have been given into their custody.’]
SPECIFICATION 1B: [Provide additional specific facts to support the charge, e.g., ‘In that [Full Name] has repeatedly failed to provide the financial records of her treasurership for review by the auditing committee.’]
PROPOSED PENALTIES: [State proposed penalties for the charge, e.g., ‘Removal from office.’]
CHARGE 2: [Name of charge.]
SPECIFICATION 2A: [Provide a specific fact to support the charge.]
PROPOSED PENALTIES: [State proposed penalties for the charge.] [etc., as many charges, specifications, and penalties as needed.] [...] [If managers are to be named in the resolution, include the following clause. BE IT RESOLVED, That [Full Names of 18 managers] act as managers for the Student Government Association at the 19 trial;] BE IT RESOLVED, That the [Senate staff position] shall forward this resolution to the accused and all other individuals as required by the Bylaws of the Student Government Association; and BE IT RESOLVED, That the [title of Presiding Officer] shall arrange the date and time of the meeting(s) at which the Senate shall try the accused for the charges contained in this resolution, and notify all involved parties forthwith.*
 - (b) The signature of the Presiding Officer at the time at which the Senate adopted an impeachment resolution will certify the final text of the impeachment resolution accurately reflects all amendments adopted by the Senate.

Section 40303. Initiating Impeachment Proceedings

- (a) Impeachment proceedings are initiated when, after being presented with a draft impeachment resolution that contains the proposed charges, specifications, and penalties against a person, a simple majority of Voting Senators concur in a motion to adopt the impeachment resolution and initiate impeachment proceedings.
- (b) Only Voting Senators may bring a motion to adopt an impeachment resolution.
 - (i) The motion must be properly seconded by another Voting Senator for the motion to be properly before the Full Senate and debate on the question of whether to adopt the impeachment resolution and initiate impeachment proceedings opened.
 - (ii) The form of the motion must generally be: *“I move that the Senate adopt the draft impeachment resolution [resolution number] and initiate impeachment proceedings against [full name of person], [title of person’s Student Government Association or Student Government Association-appointed position, if applicable].”*.
 - (iii) Any Voting Senator seeking to bring a motion to adopt an impeachment resolution shall prepare a draft impeachment resolution and give prior written notice to the Vice President and Chairperson Pro Tempore at least seven (7) calendar days in advance of the meeting at which the motion will be brought.
 - (1) Such notice must include a copy of the draft impeachment resolution against the person, which must be distributed to the Full Senate in advance of the meeting at which the motion to initiate impeachment proceedings is to be brought.
 - (2) The motion to adopt the impeachment resolution must be noted on the public agenda of the Senate as a matter of new business for the meeting at which the motion is to be brought.
 - (3) Nothing in this section shall be construed to prevent consideration of a motion to adopt an impeachment resolution as a valid reason for calling a special meeting of the Senate. Any special meeting called specifically for consideration of a motion to adopt an impeachment resolution must be held no sooner than seven (7) calendar days from the day written notice was given.
- (c) Once the motion to adopt an impeachment resolution has been properly brought before the Senate, the Presiding Officer shall open debate by generally stating the question as follows: *“The question before the Senate is whether the draft impeachment resolution [resolution number] should be adopted and impeachment proceedings initiated against [full name of person], [title of person’s Student Government Association or Student Government Association-appointed position, if applicable].”*.
 - (i) The Voting Senator bringing the motion to adopt an impeachment resolution must be recognized first in debate on the motion. The Voting Senator, or their designate, shall direct Senators to the draft impeachment resolution and, at a minimum, present and explain the grounds for initiating impeachment proceedings against the person.
 - (ii) Debate on the motion to adopt an impeachment resolution must be limited to three (3) matters—
 - (1) whether impeachment proceedings are warranted for the charges alleged against a person, i.e., whether the alleged misconduct by the person deserves additional investigation and attention by the Full Senate;
 - (2) whether the draft impeachment resolution appropriately sets out the charges and specifications for each charge; and

- (3) whether the proposed penalties for each charge are appropriate for the severity of the misconduct alleged by each charge.
- (iii) Discussion of the person's guilt under the charges is strictly out of order.
- (iv) All parts of the draft impeachment resolution may be amended during debate in accordance with regular parliamentary procedure governing amendments of proposed legislation.
 - (1) Adopted amendments removing a charge must also result in the removal of 38 the associated specifications and penalties for that charge.
 - (2) If a charge has no specifications by the close of debate and vote on the motion to adopt the impeachment resolution and initiate impeachment proceedings, the charge and its associated penalties must be removed from the impeachment resolution.
 - (3) Any amendment proposing an additional charge shall also contain specifications and proposed penalties for that charge for the amendment to be in order.
- (v) The draft impeachment resolution may be referred to a Senate Committee for further review in lieu of an immediate vote on the motion to adopt the impeachment resolution and initiate impeachment proceedings. A successful motion to refer the draft impeachment resolution to a committee must table the motion to adopt the impeachment resolution and initiate impeachment proceedings until the committee reports back on the draft impeachment resolution or the Senate discharges the committee from consideration of the draft impeachment resolution.

Section 40304. Limitations

- (a) The mandate of any Senate Committee that the draft impeachment resolution is referred to must be limited to only considering—
 - (i) whether the draft impeachment resolution states charges and specifications for each charge in a sufficiently clear manner that gives proper notice to the accused; and
 - (ii) whether the proposed penalties for each charge are appropriate for the severity of the misconduct alleged by each charge.
- (b) Nothing in this section shall be read or construed to bar referral of a draft censure resolution to a special or ad hoc committee appointed in line with regular parliamentary procedure. The mandate of any such committee must be limited in the same manner as referral to an existing Senate Committee.
- (c) Any committee reporting on the draft impeachment resolution may recommend the Full Senate to not initiate impeachment proceedings given the content of the draft impeachment resolution. A negative report by a committee does not relieve the Full Senate of its obligation to vote on the motion to adopt the impeachment resolution and initiate impeachment proceedings.
 - (i) Upon the close of debate on the motion to adopt the draft impeachment resolution, all Voting Senators shall vote on the motion to adopt the draft impeachment resolution.
 - (1) The Presiding Officer shall restate the question pending before the Senate in the same manner as at the opening of debate before reminding Senators that the vote on the motion has no bearing on the person's actual guilt under the alleged charges or the finality of penalties proposed in the draft

impeachment resolution.

- (2) The Presiding Officer shall also remind Senators that adoption of the draft impeachment resolution will result in the impeachment of the accused. The impeachment resolution, if adopted, must then be forwarded as the charging document to the accused, whereupon the Senate shall try the accused for the charges therein at a later meeting and decide on the penalties to be assessed.
- (3) If a simple majority of all Voting Senators concur in the motion to adopt the draft impeachment resolution, the Presiding Officer at the time at which the Senate adopted an impeachment resolution shall sign the impeachment resolution, whereupon it will become law. The Senate shall forward the adopted impeachment resolution to the accused at least ten (10) calendar days prior to the meeting at which the Senate considers a person's guilt under the charges, receives evidence and hears testimony regarding the charges, and debates and votes on conviction and penalties for conviction.
 - (ii) In investigating, gathering, and presenting evidence for the case, the managers for the case are limited to the facts and events underlying the charges and specifications alleged in the adopted impeachment resolution. The Senate shall not consider any evidence arising from facts or events not alleged in the adopted impeachment resolution.
 - (iii) The Presiding Officer shall arrange a date and time for the meeting(s) at which the Senate shall try the accused for the charges contained in the impeachment resolution. Scheduling of such meetings must take into consideration the availability of the accused and their counsel, the managers, the Full Senate, and the member of the Student Court who shall preside.

Section 40305. Impeachment Hearings

- (a) An impeachment hearing is any proceeding during a meeting of the Senate at which the Senate considers a person's guilt under the charges by trying the accused for the charges contained in the impeachment resolution, receives and hears testimony regarding the charges, or debates and votes on whether to convict the accused or assess penalties for conviction thereof.
- (b) Impeachment hearings must commence within thirty (30) calendar days of the vote adopting the impeachment resolution. The decision of the Senate on whether to convict the accused and assess penalties thereof must be finalized and delivered within sixty (60) calendar days of the vote adopting the impeachment resolution.
- (c) The format of impeachment hearings must follow the general trial procedure provided 22 in section 401(c), subject to the modifications below. The impeachment resolution must be the charging resolution for the purposes of [Section 40103](#).
 - (i) In cases of impeachment of justices of the Student Court, three-fourths (3/4ths) of Voting Senators must concur for conviction on a charge. A simple majority of Voting Senators is sufficient for a finding of guilt for a specification.
 - (ii) In cases of impeachment of justices of the Student Court, provided that three fourths (3/4ths) of Voting Senators have concurred in conviction on a charge, two-thirds (2/3rds) of Voting Senators is sufficient for assessing a penalty of removal for that charge.
- (d) An assessed penalty of removal for conviction on a charge must be effective upon announcement of the Senate's decision at the conclusion of trial proceedings. Removal

from office will also encompass the immediate revocation and termination of all rights, honors, and privileges accorded by virtue of the office.

Part V. Finance

Chapter 501. General Provisions

Section 50101. Preamble

- (a) The George Washington University Student Government Association is authorized to administer and allocate Student Government Association monies and recognizes that extracurricular organizations, events, and programs enhance the student experience, provide an outlet for student voices to be heard, and contribute to the GW community. The Student Government Association, serves as the self-governing body of students, is responsible for promoting and supporting GW's large and diverse population of student organizations which offers GW students greater opportunities to find their place in an organization that provides them with a sense of belonging and community. To promote the general welfare of the student body, to support students and student organizations, to establish a framework with the promotion of student participation to the GW community, and to regulate all financial activities under Student Government Association's authority, the Student Government Association hereby decrees this Part V of these Bylaws.

Section 50102. Scope of Part V of these Bylaws

- (a) Part V of these Bylaws shall apply to the Student Government Association and all registered student organizations at The George Washington University.
- (b) Should any provision of any rules of procedure adopted by the Student Government Association conflict with this part of the Bylaws, this part shall control, except [Part VIII](#) and [Part IX](#).
- (c) All funding disputes among or between registered student organizations receiving monies from the Student Government Association shall be settled at the Student Court.

Section 50103. Definitions

- (a) For the purposes of this Part of the Bylaws adopted by the George Washington University Student Government Association, the definitions under this section shall apply, unless explicitly provided for otherwise.
 - (1) "UNIVERSITY," "GW," or "GWU" shall mean the George Washington University.
 - (2) "UNIVERSITY POLICY" shall mean policy implemented by the University, including, but not limited to, policies adopted by different offices and the Board of Trustees.
 - (3) "DIVISION OF STUDENT" and "OFFICE OF STUDENT LIFE" shall mean the respective unit of the University.
 - (4) "ORG HELP" shall mean a team of staff advisors at the University who provide support and guidance to student organizations, its leaders, and its.
 - (5) "ORG HELP FINANCE DESK" shall mean staff members at the University who provide support on finance-related issues and process purchase requests and is the fiduciary agent of all student organization disbursements.
 - (6) "UNIVERSITY ADMINISTRATOR" or "UNIVERSITY OFFICIAL" shall mean the individual employed by the University to handle tasks related to this Part.
 - (7) "CALENDAR DAY" shall mean the period of elapsed time, using Eastern Time

- that begins at midnight and ends 24 hours later at the next midnight.
- (8) “BUSINESS DAY” shall mean any day except any Saturday, any Sunday, any day which is a holiday or break at the University or any day on the University is closed.
 - (9) “CHARTER” shall mean the Charter of the George Washington University Student Government Association, as approved by the Board of Trustees of the George Washington University on October 11, 1990.
 - (10) “CONSTITUTION” shall mean the Constitution of the George Washington University Student Government Association.
 - (11) “BYLAWS” shall mean the Bylaws of the Student Government Association.
 - (12) “PRESIDENT,” “VICE PRESIDENT,” “PRESIDING OFFICER OF THE SENATE,” “SENATE CHAIRPERSON PRO TEMPORE,” and “TREASURER” shall mean the respective offices with the same title in the Executive and Legislative branches of the Student Government Association created under the authority of the Constitution.
 - (13) “STUDENT COURT” shall mean the judicial branch of the Student Government Association 16 defined in the Constitution.
 - (14) “COMMITTEE” shall mean the Senate Standing Committee on Financial Services and Allocations at the George Washington University Student Government Association
 - (15) “COMMITTEE CHAIRPERSON” shall mean the Chairperson of the Financial Services and Allocations Committee.
 - (16) “COMMITTEE RESOLUTION” shall mean a statement issued by the Committee individually to regulate the administrative or internal business of the Committee or to express facts or opinions on non-legislative matters.
 - (17) “COMMITTEE VICE CHAIRPERSON” shall mean the Vice Chairperson of the Financial Services and Allocations Committee.
 - (18) “MEMBERS OF THE COMMITTEE” shall mean the Student Government Association Senator or Senators nominated and confirmed to serve on the Committee in accordance with [Part II](#) of the Bylaws.
 - (19) “COMMITTEE STAFF” shall mean staff member of the Financial Services and Allocations Committee of the Student Government Association Senate.
 - (20) “ALLOCATION APPEALS COMMITTEE” is a committee at the Senate to review appeal requests filed by student organizations.
 - (21) “BILL,” “RESOLUTION,” AND “SPECIAL RESOLUTION” shall mean different forms of legislation defined in the Bylaws.
 - (22) “Student Government Association COMMUNICATION CHANNEL” shall mean platforms where Student Government Association publishes information.
 - (23) “GENERAL HEARING” shall mean a meeting or session of the Committee to obtain information and opinions on proposed legislation, evaluate or oversee Student Government Association Fund activities or implementation of this Part, or provide testimony and data about topics of interest.
 - (24) “STUDENT ORGANIZATION” shall mean a student organization that is properly registered and in good standing with the University through the Office of Student Life.
 - (25) “GRADUATE UMBRELLA STUDENT ORGANIZATION” shall mean a student organization is a student organization affiliated with a graduate school or

the graduate division of a school at the University that all other student organizations affiliated with that graduate school or the graduate division of a school are the constituent organizations of the graduate umbrella student organization and has been approved by the Office of Student Life.

- (26) "CONSTITUENT STUDENT ORGANIZATION" shall mean a student organization that is a member of an umbrella student organization.
- (27) "CLUB SPORTS" shall mean registered student organizations established by students who are motivated by a common interest to participate in a specific sport and recognized by the Office of Campus Recreation.
- (28) "EXECUTIVE FINANCIAL OFFICERS" shall mean the officers responsible for managing the financial actions of a student organization.
- (29) "PROMOTIONAL MATERIAL" shall mean any material used in the promotion of a program or event of a student organization, including, but not limited to, artwork, advertising materials (irrespective of the medium in which they are recorded), display materials, packaging materials, brochures, posters, and internal and external signage.
- (30) "SUPPORTING DOCUMENT" shall mean the document provides a financial record, evidence of what has transpired, information for ensuring the accuracy and completeness of transactions, including, but not limited to, receipts, invoices, reports, and contracts.
- (31) "FISCAL YEAR" shall mean a one-year period that the Student Government Association uses for financial reporting and budgeting in line with the University.
- (32) "FISCAL PERIOD" shall mean a period of time that the Student Government Association uses for financial reporting and budgeting.
- (33) "Student Government Association FUNDS" shall mean all monies belonging to the Student Government Association.
- (34) "Student Government Association FEE" shall mean a mandatory nonrefundable fee charge to main campus students to fund student organizations and student centered activities.
- (35) "STUDENT BODY FUND" shall mean all Student Government Association Fees collected by the Student Government Association.
- (36) "UNIVERSITY MATCH" shall mean the contribution from the University to support university-wide events and programs.
- (37) "BUDGET" shall mean a framework for spending levels that is available for, required for, or assigned to a particular purpose.
- (38) "BUDGET CEILING" shall mean the total budget for expenditure does not exceed the estimated total Student Body Funds provided by the University.
- (39) "GRADUATE UMBRELLA STUDENT ORGANIZATION OPT-IN" shall mean the money received by a graduate umbrella student organization for the next fiscal year based on the amount their constituent graduate students contribute during the current fiscal year at the time of the Student Government Association allocation period to the Student Body Funds.
- (40) "MANDATORY SPENDING" shall mean spending on certain programs that are required by this Part.
- (41) "Student Government Association OPERATIONAL BUDGET" shall mean the amount of student body funds allocated to the Student Government Association for the purposes of funding the operations of the Student Government Association.

- (42) "DISCRETIONARY SPENDING" shall mean optional spending set by appropriation levels each year, at the discretion of Senate and the Committee.
- (43) "GENERAL FUNDS" shall mean the account into which Student Government Association Funds shall be deposited and from which Student Government Association Funds are allocated and disbursed.
- (44) "GENERAL ALLOCATION FUNDS" shall mean the account where the fund designated for general allocations is deposited.
- (45) "SUPPLEMENTAL ALLOCATION" or "CO-SPONSORSHIP" shall mean the allocation after the general allocations.
- (46) "SUPPLEMENTAL ALLOCATION FUND" or "CO-SPONSORSHIP FUND" shall mean the account where the fund designated for Supplemental Allocations/Co-Sponsorship is deposited.
- (47) "FUND FOR CLUB SPORTS" shall mean the account where the fund designated for supporting club sports is deposited.
- (48) "ALLOCATION" OR "APPROPRIATION" refers to a process of appropriating 19 funding for all events, activities, or other functions of the Student Government Association and 20 all student organizations.
- (49) "GENERAL ALLOCATION" shall mean the semiannual allocations conducted before a semester for expenditures in the said semester.
- (50) "ALLOCATIONS FOR THE FALL SEMESTER" shall mean monies approved by the Student Government Association in the Spring Semester and to be used for spending during the Fall Semester in the same calendar year.
- (51) "ALLOCATIONS FOR THE SPRING SEMESTER" shall mean monies approved by the Student Government Association in the Fall Semester and to be used for spending during the Spring Semester in the next calendar year.
- (52) "ALLOCATION BOOK" shall mean a document including information about proposed general allocations to the Senate for consideration.
- (53) "RECLAMATION" shall mean a process to collect unspent allocations from student organizations to the Supplemental Allocation Fund.
- (54) "CATEGORY TRANSFER" means the reallocation of funds designated for a category to a different category within a student organization.
- (55) "DISBURSEMENT" shall mean any act of paying out money from the fund allocated by the Committee or from the fund a student organization has.
- (56) "AUDIT BY THE Student Government Association" shall mean an objective examination and evaluation of the use of Student Government Association Funds of a student organization, conducted by the Student Government Association, to ensure good use of Student Government Association Funds.
- (57) "DURABLE GOOD" shall mean any item that does not quickly wear out, has an acquisition value of \$200 or more, is freestanding, and has a normal life expectancy of one year or more.
- (58) "CATEGORY" shall mean an appropriation describing an type of expenses that falls under an umbrella and be a separate line within a budget line.
- (59) "SEPARABLE ITEM" shall mean any item that can be partially purchased or purchase a reduced amount for a reduced amount of allocation than the original request.
- (60) "INSEPARABLE ITEM" shall mean any item that can only be purchased for the same as the request allocation.

- (61) “DUAL SEMESTER SPENDING” shall mean an expenditure that continues from the Fall Semester to the Spring Semester in the same fiscal year.
- (62) “BUDGET ACCOUNT” shall mean the account into which all Student Government Association Funds allocated to a student organization shall be deposited.
- (63) “REVENUE ACCOUNT” means an account into which all monies, except Student Government Association Funds or funding from the University, received by a student organization, including, but not limited to membership dues, fundraisers, or donations shall be deposited.
- (64) “DEPARTMENT ACCOUNT” shall mean the account into which all funding from the University or a unit of the University allocated to a student organization shall be deposited.
- (65) “EXTERNAL BANK ACCOUNT” shall mean a bank account or other type of financial account that a student organization deposits its revenues into.

Chapter 502. Amendments

Section 50201. Proposed Amendments

- (a) Any proposed amendments, including alterations and additions, to any provision of this Part shall be made in accordance with this chapter.
- (b) Any Official from the Division of Student Affairs may submit advisory opinions in writing regarding the proposed amendment to this Part.

Section 50202. Referral and Adoption

- (a) Any proposed substantive changes or additions related to this Part shall be referred to the Committee on Financial Services and Allocations and the Committee on Governance and Nominations at the Senate and referred to the Senate by both committees in the form of a bill by a two-thirds majority of current members of each committee.
- (b) The Committee Chairperson shall announce and distribute copies of the bill on the amendment to this Part to the Senate within two (2) business days after such amendment is referred.
- (c) If the Senate may, by two-thirds (2/3) majority of Senate membership, to adopt the bill to amend this Part.

Chapter 503. Student Organizations

Section 50301. Registered Student Organizations

- (a) A registered student organization is a student group that is officially recognized by the Office of Student Life with the rights, privileges, and responsibilities of that status.
- (b) Student organizations are required to re-register each academic year and must complete the appropriate annual requirements. Failure to register annually or complete the annual requirements may result in revocation of registered status.
- (c) Inactive student organizations shall not have access to their accounts.

Section 50302. Dissolvement of a Student Organization

- (a) A student organization may be dissolved following the policies implemented by the Office of Student Life.
- (b) The Office of Student Life shall inform the Committee Chairperson when a student organization dissolve.
- (c) If a student organization is dissolved, all monies held in the student organization’s budget account shall be transferred to the General Funds.

- (d) If a student organization is dissolved, all durable goods purchased by Student Government Association Funds it possesses shall be returned to the Student Government Association.

Section 50303. Executive Financial Officers of Student Organizations

- (a) Every student organization shall have two executive financial officers. The President and Treasurer of a student organization shall be that student organization's executive financial officers. If a student organization lacks either or both positions, the student organization shall designate other officers to serve as executive financial officers.
- (b) All executive financial officers shall be registered on Engage.
- (c) The executive financial officers of a student organization shall—
 - (i) approve all payment request forms submitted by members of the student organization;
 - (ii) be responsible for the financial records of the student organization;
 - (iii) be responsible for ensuring that University and Student Government Association's financial policies and procedures are followed by the student organization;
 - (iv) be responsible for all communication related to financial matters from the Student Government Association; and
 - (v) be the official representatives of the student organization to the Committee, the Treasurer, and the Org Help Finance Desk.

Section 50304. Financial Accountability and Management

- (a) All allocation proposals and purchase requests must include accurate descriptions and comprehensive supporting documentation and be submitted timely and accurately.
- (b) No proposal, request, nor any supporting documentation shall be deliberately left incomplete or distorted.
- (c) Payments shall not be made with the understanding that any part of such payment is for any purpose other than that for which has been approved and/or is on its supporting documents.
- (d) An executive financial officer may not submit or approve their own request for payment or reimbursement.

Section 50305. Bookkeeping

- (a) All student organizations must utilize Engage, or other platform designated by the University, for all allocation and purchase requests and documentation.

Section 50306. General Financial Process

- (a) The following are the key stages of a typical financial process to use Student Government Association Funds:
 - (i) Allocation Request— the student organization may receive allocations from the Student Government Association under this Part.
 - (ii) Internal Approval— the student organization shall establish an approval process for its spending. It shall approve the spending internally before submitting a spending request.
 - (iii) Transaction Initiation— accurately initiating a spending request through the system designated by the University.
 - (iv) Transaction Approval and Verification— the Org Help Finance Desk shall review and approve a transaction for appropriateness, validity, reasonableness, adequate funding, accurate category, and appropriate supporting documentation.
 - (v) Post-Transaction Review— the Treasurer frequently reviews the spending record of student organizations and reports potential violation of policies,

the Bylaws and this Part.

- (b) The student organization is responsible for setting up its process and rules for internal approval and transaction initiation.

Section 50307. Events and Programs Receive Student Government Association Funds

- (a) Except as provided in (c), any student organization receiving Student Government Association Funds for an event or a program shall display the Student Government Association logo on all promotional materials including, but not limited to, brochures, pamphlets, posters, mailings, tickets, programs, T-shirts, social media posts, or any other advertisement.
- (b) The Student Government Association logo on advertisement materials shall—
 - (i) Maintain the logo's original width-to-height proportions;
 - (ii) keep the logo's approved color configurations;
 - (iii) to ensure visibility and legibility; and
 - (iv) the SA logo must not be smaller in width than 0.5 inches on printed promotional materials.
 - (v) A student organization shall omit the Student Government Association logo if the Committee requests the organization to do so.

Chapter 504. Student Organization Accounts; Overspending; Tax Exemption; Audit

Section 50401. Budget Account

- (a) Each student organization shall maintain a budget account through the system designated by the University if it receives Student Government Association Funds.
- (b) All Student Government Association Funds allocated to a student organization shall be deposited in the student organization's budget account.
- (c) Any student organization shall not deposit or transfer any Student Government Association Funds to other accounts.
- (d) Information about the student organization's budget account, including current balance and approved expenditures, shall be limited to—
 - (i) the executive financial officers of the student organization;
 - (ii) the Committee including its staff members;
 - (iii) the Treasurer; and
 - (iv) the Office of Student Life.
- (e) Access to the Record
 - (i) Information about any student organization's Student Government Association account, including current balance and approved expenditures, must be made available by the Treasurer to any student upon written request.
 - (ii) The Treasurer shall inform the executive financial officers of any student organization whose account information has been requested under this subsection.
- (f) At the end of the fiscal year, any Student Government Association Funds remaining in the General Funds shall be transferred to the Reserve Fund. Money in budget accounts does not roll over from year to year.

Section 50402. Revenue Account

- (a) All non-Student Government Association monies received by a student organization shall be deposited in the student organization's revenue account.
- (b) A student organization may spend monies in its revenue account in any way it

chooses in accordance with University policies.

- (c) Information about the student organization's revenue account, including current balance and approved expenditures, shall be limited to—
 - (i) the executive financial officers of the student organization;
 - (ii) the Committee including its staff members;
 - (iii) the Treasurer; and
 - (iv) the Office of Student Life.
- (d) If a student organization re-registers with the Office of Student Life, all monies held in the student organization's revenue account shall be held for the following year.

Section 50403. Departmental Account

- (a) All monies received from any University department, any of its schools, or other units shall be deposited in the student organization's departmental account.
- (b) Departmental accounts are set up and closely managed by the Org Help Finance team in conjunction with the department serving as the funding source.
- (c) Information about the student organization's departmental account, including current balance and approved expenditures, shall be limited to—
 - (i) the executive financial officers of the student organization;
 - (ii) the Committee including its staff members;
 - (iii) the Treasurer;
 - (iv) the University department, school, or unit serving as the funding source; and
 - (v) the Office of Student Life.
- (d) Money in a departmental account does not roll over from year to year.

Section 50404. External Bank Accounts

- (a) Student organizations are not permitted to have external bank accounts or other financial management accounts outside the University unless required by a national organization and approved in writing by the Office of Student Life.
- (b) The Office of Student Life shall provide a list of student organizations that have external bank accounts for the Committee.
- (c) On a case-by-case basis, upon the request of the Committee, student organizations may be asked to provide the balance of their external bank account to the Committee.

Section 50405. Negative Accounts or Overspending

- (a) The Org Help Finance Desk shall not approve an expenditure or reimbursement that would cause that student organization's budget account to have a negative balance.
- (b) The Treasurer shall immediately provide notice to a student organization and the Committee if the student organization goes into debt or otherwise overspends Student Government Association Funds allocated to it.

Section 50406. Repayment

- (a) If the amount in a student organization's revenue account is insufficient to cover the amount overspent, the executive financial officers of a student organization shall meet with the Committee Chairperson and the Treasurer to create a repayment plan.
- (b) Until a student organization creates a repayment plan, it is ineligible to receive additional Student Body Funds.
- (c) If after creating a repayment plan and attempting in good faith to repay the debt, the student organization remains unable to pay the debt, the Committee may, by a two thirds vote of its members, fund any debt incurred by a student organization.

Section 50407. Tax-Exempt Status

- (a) All registered student organizations are strongly encouraged to utilize University's tax-exempt status when making organizational purchases to reduce costs.
- (b) If a vendor or entity requests your organization's tax ID number or W-9, simply provide them with GW's Tax ID number (53-0196584) and W-9 (found on the GW Tax Department website).
- (c) For more information, student organizations may visit the [University Tax Department website](#).

Section 50408. Audit Notification

- (a) Pursuant to University Policy on Audit Notification, all student organizations may not provide information to any person claiming to be an auditor (whether internal or external) without the written consent from the Office of Student Life, with exception of Student Government Association Audit on Student Government Association Funds.
- (b) If the department or individual does not have a working relationship with the auditor, or if an auditor arrives unannounced, the student organization shall notify the Office of Student Life immediately.

Chapter 505. Fiscal Information

Section 50501. Fiscal Year

- (a) The fiscal year of the Student Government Association begins on July 1 of each year and ends on June 30 of the following year. Accounts of receipts and expenditures required under this Part to be published each year shall be published for the fiscal year.
- (b) All student organizations shall complete the submission of their purchase and/or reimbursement requests by the annually specified deadline in mid-May designated by the Office of Student Life.
- (c) Between mid-May and June of each fiscal year, Student organizations shall be permitted for special circumstances and be approved by the Org Help Finance Desk prior to purchasing.
- (d) Student organizations may access their revenue accounts beginning in July and their budget accounts beginning mid-August to early September.

Section 50502. Annual Income

- (a) The Student Government Association shall raise Student Body Funds through the Student Government Association Fee pursuant to Article XVIII of the Constitution.
- (b) The Student Government Association shall receive the Student Body Funds raised through Student Government Association Fee from the University administrator responsible for collecting the Student Government Association Fee at a date and time designated by the University administrator.

Chapter 506. Organization of Accounts

Section 50601. Student Body Funds

- (a) All Student Government Association Fees collected by the Student Government Association shall be referred to as Student Body Funds.
- (b) Graduate Umbrella Student Organization Opt-In is transferred out from the Student Body Funds and the rest is deposited into the General Funds.

Section 50602. General Funds

- (a) All Student Body Funds raised through the Student Government Association Fee minus those allocated to the graduate umbrella student organizations and all other monies received by the Student Government Association shall be deposited in and referred to as the General Funds.
- (b) The following sub-accounts are under General Funds:
 - (i) General Allocation Funds
 - (1) Fund designated for General Allocations is deposited in this account.
 - (ii) Supplemental Allocation Fund/Co-Sponsorship Fund
 - (1) Fund designated for Supplemental Allocations/Co-Sponsorship is deposited in this account.
 - (iii) Fund for Club Sports
 - (1) Fund designated to club sports is deposited in this account.
 - (iv) Revenue Account
 - (1) Other undesignated monies received by the Student Government Association will be deposited in this account.
- (c) The Committee is authorized to create other subaccounts under the General Funds if the Student Government Association receives monies with restrictions.

Section 50603. Student Government Association Operational Budget Account

- (a) The operational budget for each branch shall be deposited in their account respectively.
- (b) The following subaccounts are under Student Government Association Operational Budget Account:
 - (i) Executive Branch Budget
 - (ii) Legislative Branch Budget
 - (iii) Judicial Branch Budget

Section 50604. University-Wide Program Fund

- (a) University match funding shall be deposited to this account.

Chapter 507. Budget Ceiling and Timetable

Section 50701. Budget Ceiling

- (a) The budget outlays shall not exceed the estimated total Student Body Funds provided by the University.

Section 50702. Budget Timetable

- (a) The Student Government Association shall complete all actions to adopt the budget for the upcoming fiscal year by April 1 of each fiscal year.

Chapter 508. Funding Area

Section 50801. In General

- (a) For each fiscal year, the Student Government Association shall allocate Student Body Funds to the funding areas listed under this Chapter.
- (b) Under this chapter—
 - (i) “Student Body Funds” shall mean the total estimated Student Government Association Fee will be collected from students in the next fiscal year.
 - (ii) “General Funds” means the amount of total estimated Student Body Funds minus

allocations to the graduate umbrella student organization in the next fiscal year.

- (c) Transfer between funding areas shall be approved by the Committee by two-thirds (2/3) majority of members present.

Section 50802. Graduate Umbrella Student Organization Opt-In

- (a) A graduate umbrella student organization that contains all the student organizations of a distinct graduate school or a division of a school at the University may, upon notification of the Committee, elect to receive a general allocation for the next fiscal year based on the amount their constituent graduate students contribute during the current fiscal year at the time of the Student Government Association allocation period to the Student Body Funds.

Section 50803. Mandatory Spending

- (a) Student Government Association Operational Budget
 - (i) Student Government Association shall receive a maximum of the greater of \$40,000 or 5% of the General Funds as the Student Government Association operational budget.
- (b) Student Organization Resource Center
 - (i) The Student Organization Resource Center shall be allocated a minimum of \$10,000 out of the Student Government Association Operational Budget.
 - (ii) The Career Exploration Expo shall be allocated a minimum of \$4,000 out of the Student Government Association Operational Budget
 - (iii) The GW Palooza shall be allocated a minimum of \$3,000 out of the Student Government Association Operational Budget
- (c) Club Sports Funding
 - (i) The Fund for Club Sports shall be allocated a minimum of 22.5% of the General Funds.
- (d) The Store
 - (i) The Store shall receive no less than \$8,000 per fiscal year.
 - (1) Student Government Association budget restrictions for The Store apply only to funds appropriated by the Student Government Association to address food insecurity under this subsection.

Section 50804. Discretionary Spending

- (a) General Allocations
 - (i) 50% of the General Funds shall be designated for General Allocations and General Allocation Appeals.
- (b) Supplemental Allocations
 - (i) All the other undesignated funds shall be designated for Supplemental Allocations.

Chapter 509. Budget Process

Section 50901. Annual Budget Hearing

- (a) The Committee shall host a hearing for the proposed budget for the next fiscal year.
- (b) The Committee Chairperson shall make a public announcement of the date and place of the budget hearing and publish the proposed budget at least three (3) business days before the hearing, beginning with the day in which the announcement is made and ending the day preceding the scheduled hearing.

Section 50902. Budget Contents and Submission to the Senate

- (a) The Content of Special Resolution
 - (i) On or before March 25 of each year, the Committee shall complete the preparation

of a special resolution on the budget for the fiscal year beginning on July 1 of such year. The special resolution shall set forth appropriation levels for the fiscal year beginning on July 1 of such for the following—

- (1) Estimated total Student Body Funds;
 - (2) Estimated amount of opt-in allocation to each graduate umbrella student organization; and
 - (3) Percentage and amount of monies designated to each funding area.
- (b) The Committee shall approve and refer the special resolution on the budget to the Senate by two-thirds of its members currently serving.

Section 50903. Consideration and Adoption of the Special Resolution on the Budget

- (a) All modifications to the special resolution on the budget must be done by motions to amend the special resolution.
- (b) The amendment to the special resolution on the budget shall follow the parliamentary procedures adopted by the Senate.
- (c) The Senate shall adopt the special resolution on the budget by a two-third (2/3) majority of the current members of the Senate.

Section 50904. Updates on the Budget in Spring Semester

- (a) At the beginning of each spring semester, the Committee Chairperson shall receive an updated estimation of total Student Body Funds for the current fiscal year.
- (b) The Committee Chairperson shall only adjust the Supplemental Allocation Fund in line with the updated estimation of total Student Body Funds.
- (c) The Committee Chairperson shall publish a written report to the senate on the updated estimation of total Student Body Funds and updated total Supplemental Allocation Fund before February 1 of each fiscal year.

Chapter 510. Semiannual General Allocations

Section 51001. Fiscal Period

- (a) The General Allocation conducted in the Spring Semester shall appropriate funds for spending from July to December of the current calendar year. This round of General Allocations shall be referred to as “Allocations for the Fall Semester”.
 - (i) All items, except those listed as dual semester spending, shall be reclaimed by the Committee under [Chapter 514](#) of this Part.
- (b) The General Allocation conducted in the Fall Semester shall appropriate funds for spending from January to June of the next calendar year. This round of General Allocations shall be referred to as “Allocations for the Spring Semester”.

Section 51002. Timetable for General Allocations

- (a) The Committee guarantees the following regarding setting up times and deadlines for general allocations:
 - (i) Student organizations have no less than eight (8) business days to submit their general allocation applications.
 - (ii) The Committee shall complete general allocation deliberation within ten (10) calendar days after the due date for submitting the general allocation applications set by the Committee.
 - (iii) The Committee shall submit the proposed allocations to the Allocation Appeals Committee and notify the student organizations within two (2) business days after completing general allocation deliberation.

- (iv) Student organizations shall have no less than four (4) business days to request explanations from the Committee.
 - (v) The Committee shall provide a written explanation within forty-eight (48) hours of receipt of a request from a student organization.
 - (vi) Student organizations shall have no less than four (4) business days to submit their appeal requests.
 - (vii) The Allocation Appeals Committee shall complete appeal deliberation within seven (7) calendar days after the due date for submitting appeal requests set by the Committee.
 - (viii) The Committee shall conduct monetary transfers as soon as possible after the President signs the bill on the general allocations.
- (b) The timetable with respect to the general allocations process for any fiscal year is as follows:

On or before	Action to be Completed
March 10	The Committee approves and publishes the schedule for the upcoming allocations.
April 5	Eligible student organizations submit their requests to the Committee.
April 10	The Committee completes budget deliberation and submits proposed allocations to the Allocation Appeals Committee.
April 15	The Allocation Appeals Committee completes the appeal process.
April 25	The Committee submits the Bill on the General Allocations to the Senate.
April 30	Senate completes action on the semiannual bill on the budget for the first half of the current fiscal year starts on July 1.
June 30	The previous fiscal year ended.
July 1	The current fiscal year begins.
September 1	The Committee or the Finance Desk transfers funds allocated to student organizations to their budget accounts.
September 30	The Committee approves and publishes the schedule for the upcoming allocations.
October 31	Eligible student organizations submit their requests to the Committee.

November 10	The Committee completes budget deliberation and submits proposed allocations to the Allocation Appeals Committee.
November 15	The Allocation Appeals Committee completes the appeal process.
November 20	The Committee submits the Bill on the General Allocations to the Senate.
December 5	Senate completes action on the semiannual bill on the budget for the second half of the current fiscal year starts on July 1.
January 15	The Committee or the Finance Desk transfers funds allocated to student organizations to their budget accounts.

Section 51003. Eligibility

- (a) All registered student organizations are eligible to receive general allocations of the General Allocation Fund from the Student Government Association and to appeal decisions made by the Committee to the Allocation Appeals Committee.
- (b) Constituent student organizations affiliated with a Graduate Umbrella Student Organization shall not receive money during General Allocations from Student Government Association.

Section 51004. General Allocation Orientation

- (a) Before each general allocation application period, the Committee shall hold at least two (2) general allocation orientation sessions for student organizations.
- (b) The dates, times, and locations of these sessions shall be published on the Student Government Association website and through the Office of Student Life.
- (c) The Committee shall also provide options for student organizations' executive financial officers to attend general allocation orientation sessions virtually.
- (d) At least one executive financial officer of each student organization must attend one general allocation orientation session.

Section 51005. Contents of the General Allocation Application and Submission

- (a) All student organizations requesting general allocations shall submit one (1) categorized general allocation application to the Committee in a manner and timeline that the Chairperson shall determine.
- (b) A student organization shall not receive money during general allocations if it fails to submit an application in a specified manner or during a specified schedule.
- (c) A general allocation application shall include—
 - (i) the name and primary contact email of the student organization;
 - (ii) an explanation of the purpose of the student organization;
 - (iii) the names and emails of the student organization's executive financial officers;
 - (iv) the number of members in the student organization;
 - (v) the amount of revenue the student organization expects to raise during the following fiscal period, including dues and fundraisers;

- (vi) requests for Student Government Association Fund in category form;
- (vii) numerical rankings of categories indicating their relative importance to the student organization; and
- (viii) for each category, a description of how the student organization intends to use the requested Student Government Association Fund.

Section 51006. Deliberation in the Committee

- (a) The Committee shall review and evaluate all general allocation applications in a viewpoint-neutral manner solely for compliance with the criteria set under of this Part.
- (b) The Committee shall, by a simple majority vote of those members present, approve in whole, in part, or deny a general allocation application.
- (c) The Committee shall not allocate more than the amount of money designated for each round of general allocations in the special resolution on the budget.

Section 51007. Notification and Explanation

- (a) The Committee shall notify the student organizations within two (2) business days after completing budget deliberation.
- (b) The notification shall include the timeline and procedures to appeal the allocation.
- (c) If a student organization's approved general allocation is less than the total amount sought in its requested budget, the student organization can request a written decision setting forth the basis for the Committee's decision to award the student organization the reduced amount under of this Part.
- (d) Such a request must be made by the student organization before the deadline set by the Committee Chairperson.
- (e) Student organizations shall have no less than four (4) business days to request an explanation from the Committee.
- (f) The Committee shall provide a written explanation within forty-eight (48) hours of receipt of a request from a student organization.

Section 51008. Allocation Appeals Committee Membership and Responsibilities

- (a) The Allocation Appeals Committee shall consist of the members of the Governance and Nominations Committee excluding members who also serve on the Financial Services and Allocations Committee.
- (b) With both the representatives of the student organization and members of the Committee present, the Allocations Appeals Committee shall—
 - (i) review the original, unmodified general allocation application submitted by the student organization to the Committee;
 - (ii) provide an opportunity to the student organization to explain its submitted general allocation application;
 - (iii) provide an opportunity for the Committee to explain its allocation under current allocation criteria;
 - (iv) make final allocation decisions until all student organization appeal requests have been heard and reviewed; and
 - (v) The Allocation Appeals Committee shall complete budget deliberation within seven (7) calendar days after the due date for submitting appeal requests set by the Committee.
- (c) The Allocation Appeals Committee shall vote to either affirm or modify the Committee's allocation decisions by a simple majority of those present.
- (d) All modifications to the Committee's decisions must be made in category form.

Section 51009. Submission of Proposed Allocations to the Allocation Appeals Committee

- (a) The Committee Chairperson shall prepare a proposed allocation book including—
 - (i) A summary of Student Body Funds allocations;
 - (ii) Statement of general allocations by organization including—
 - (1) Name of each organization;
 - (2) Funding requested;
 - (3) Allocations proposed by the Committee; and
 - (4) Approval rate for each application;
 - (iii) Statement of general allocations by category—
 - (1) Name of each organization;
 - (2) Section name;
 - (3) Title of each category;
 - (4) Amount of funding requested by the organization for each category; and
 - (5) Allocations for each category proposed by the Committee.
- (b) The Committee shall submit the proposed allocation to the Senate Chairperson Pro Tempore within two (2) business days after the completion of general allocation deliberation by email.

Section 51010. Submission of Appeal Requests

- (a) If a student organization's general allocation application is denied or is approved in an amount less than the total amount that the student organization requested, the student organization may appeal the Committee's decision to the Allocation Appeals Committee.
- (b) The Committee shall establish a standardized form for submitting appeal requests with the Allocation Appeals Committee. All appeals must be filed and be submitted to the Allocation Appeals Committee via the standardized form provided by the Committee.
 - (i) An email to the Finance Committee or Allocation Appeals Committee, or any other means of communication aside from the standardized form provided, will not be accepted, and will not result in an appeal request being considered by the Allocation Appeals Committee.
- (c) The Committee Chairperson shall also provide a method to sign up for time slots to present appeal requests in front of the Allocation Appeals Committee for those student organizations wishing to do so.
- (d) The Senate Chairperson Pro Tempore shall determine the time limit per category for those student organizations who wish to present their appeal requests in front of the Allocation Appeals Committee.
 - (i) The time limit for each item shall be no less than one (1) minute.
- (e) The standardized form for allocation appeals shall include—
 - (i) A method or a link for student organizations to schedule a time to present in front of the Allocation Appeals Committee;
 - (ii) Primary email address of the student organization;
 - (iii) Name of the student organization;
 - (iv) Section and category name for each category student organization would like to appeal;
 - (v) The relative importance of each appealed item to the student organization;
 - (vi) Reasons why the student organization believes each item deserves more funding than the proposed allocation.
- (f) Student organizations shall have no less than four (4) business days to submit their

appeal requests.

- (g) The Committee Chairperson shall send out confirmation emails to each student organization containing the following information—
 - (i) Time, date, and location of scheduled appeal presentation;
 - (ii) The time limit of the appeal presentation; and
 - (iii) Other information the Senate Chairperson Pro Tempore deemed as necessary.

Section 51011. The Presiding Officer of the Allocation Appeals Committee;

- (a) Quorum; The Senate Chairperson Pro Tempore shall preside over the appeal hearing
 - (i) If the Senate Chairperson Pro Tempore is absent at an appeal hearing, the Vice Chairperson of the Governance and Nominations Committee shall preside over the appeal hearing. If the Vice Chairperson of the Governance and Nominations Committee is a member of the Financial Services and Allocations Committee, the Allocation Appeals Committee shall elect a member to preside over the appeal hearing.
- (b) A simple majority of the members of the Allocation Appeals Committee shall constitute a quorum. No business shall be transacted, no presentation or evidence shall be received, and no measure or recommendation shall be reported unless a quorum is present.

Section 51012. Appeal Hearings

- (a) Student organizations that properly filed an appeal under [Section 51010](#) of this Part and signed up for a time to present shall be recognized by the presiding officer of the Allocation Appeals Committee and be yield time in accordance with the time limits send out to student organizations.
- (b) The Committee Chairperson or a representative from the Committee designated by the Committee Chairperson shall provide reasons why the Committee's decision to award the student organization the reduced amount under this Part.
- (c) Members of the Allocation Appeals Committee shall have the right to ask questions related to the appeal request and the representatives of the student organization or the Committee are obligated to answer to the best of their ability.
- (d) The Allocation Appeals Committee shall provide proper notice for all attendees when the time limit is about to be reached and when the time limit is reached.

Section 51013. Appeal Decisions and Notification

- (a) The Allocation Appeals Committee shall not make any final allocation decisions until all student organizations' appeal requests have been heard if they wish to present and reviewed if they wish to not present.
- (b) The Allocations Appeals Committee may not allocate more than the amount designated for appeals in the Special Resolution on the budget for the fiscal period of the general allocation applications.
- (c) The Allocation Appeals Committee shall vote to either affirm or modify the Committee's allocation decisions by a simple majority of those present.
- (d) All modifications to the Committee's allocation must be made in category form.
- (e) The Committee Chairperson shall inform student organizations about the result of their appeal requests made to the Allocation Appeals Committee by sending emails to each student organization within three (3) business days after the Allocation Appeals Committee makes a final allocation decision.

Section 51014. Submission of Proposed Allocations to the Senate

- (a) The Senate shall consider and act on the general allocations proposed by the Committee as a bill on the general allocation.

- (b) The Committee Chairperson shall sponsor the bill on the general allocations.
- (c) The Committee shall compose a bill on the general allocations containing—
 - (i) The funds available for the current round of general allocation;
 - (ii) The total amount of fund requested by all student organizations except club sports teams;
 - (iii) The proposed total for the current general allocations;
 - (iv) Allocations to each student organization except club sports teams;
 - (v) Allocations to each category except club sports teams;
 - (vi) The funds available for club sports teams;
 - (vii) Allocations to each club sports team;
 - (viii) Allocations to each category for each club sports team;
 - (ix) The reallocation of remaining Student Body Funds designated as general allocation fund;
 - (x) Proper authorization of disbursement; and
 - (xi) Proper language stating the right of the Student Government Association to reclaim and audit.
- (d) After passing the proposed bill on the general allocation in the Committee, the Committee shall make the proposed general allocations publicly available on the Student Government Association website and submit them to the Senate for consideration.
- (e) The Committee shall publish the proposed general allocations and submit a bill on the general allocations no later than seventy-two (72) hours prior to the consideration of the Senate.

Section 51015. Consideration and Adoption of the Bill on the General Allocations

- (a) All modifications to the bill on the general allocations must be done in line-item form by motions to amend the bill.
- (b) The amendment to the bill on the general allocations shall follow the parliamentary procedures adopted by the Senate.
- (c) The Senate shall adopt the bill on the general allocations by a two-thirds (2/3) majority of senators present.
- (d) The President may certify the bill on the general allocation under the procedure adopted by the Student Government Association.

Section 51016. Monetary Allocations

- (a) The Committee Chairperson, the Org Help Finance Desk, or the Director of the
- (b) Legislative Budget Office shall conduct monetary allocations after the President certifies the bill or passes by deferral.
- (c) All monetary allocations shall be completed on or before the dates listed under [Section 51002](#) of this Part.
- (d) The Committee shall conduct a reconciliation on the monetary allocation within thirty (30) calendar days after the completion of all transactions.

Chapter 511. Fund for Club Sports

Section 51101. Eligibility

- (a) All club sports teams shall be eligible to receive funds from the Fund for Club Sports.
- (b) Club sports teams shall not be eligible to receive funds other than Fund for Club Sports during the general allocations.
- (c) Club sports teams shall not be eligible to receive funds during supplemental allocations.

Section 51102. Allocation Process

- (a) Upon determining the amount of mandatory spending committed to the fund for club sports, the Committee shall solicit a recommendation from the Club Sports Council for the general allocation of the fund for club sports, and establish a deadline for such recommendation, provided that—
 - (i) The date of the deadline established by the Committee is not later than April 20 of each fiscal year;
 - (ii) The deadline is established at least 45 days before the date of the deadline; and
 - (iii) The Committee assists the Club Sports Council in establishing a budget request page on Engage.
- (b) The Committee may, by a simple majority vote, approve as a whole, in part, or deny the recommendation of the Club Sports Council, only if—
 - (i) The Club Sports Council provided at least the same procedural guarantees provided by the Committee under §51102(a);
 - (ii) The Club Sports Council transmits their recommendation for the general allocation of the fund for club sport by the Committee's deadline;
 - (iii) The recommendation reserves within the Club Sports Council at least 20% of the fund for club sports for its own supplementary allocation process; and
 - (iv) The recommendation allocates the fund for club sports for the all spendings during the upcoming fiscal year.
- (c) The Committee Chairperson shall identify club sports teams before the Committee determines the amount of mandatory spending committed to the fund for club sports.
- (d) The Club Sports Council shall transmit to the Vice President, Pro Tempore of the Senate, and Committee within seven (7) calendar days their amended and red-lined rules and regulations, if the Club Sports Council amends, or otherwise alters the scope and application of, its rules and regulations.
 - (i) If the Club Sports Council does not comply with subsection (d), the Committee may withhold from the Club Sports Council 20% of the funds that would otherwise be allocated to the Club Sports Council for the following year under §51102(b).

Section 51103. Appeal

- (a) Only the Club Sports Council, and not club sports teams, shall have the right to appeal the Committee's decision on their recommendation to the Allocation Appeals Committee.
- (b) The appeals shall follow the general process listed under [Chapter 510](#) of this Part.

Section 51104. Review and Adoption

- (a) The allocations to club sports teams shall be included in the bill on the general allocations and adopted in accordance with provisions under [Section 51015](#) of this Part of the Bylaws.

Chapter 512. Supplemental Allocations and Reconciliation

Section 51201. Fiscal Period

- (a) The supplemental allocations shall be conducted throughout the period of time designated by the Committee Chairperson.
- (b) The committee shall start to accept supplemental allocation requests fourteen (14) calendar days prior to the day when classes begin in the fall semester listed on the university academic calendar.

- (c) The committee shall stop accepting supplemental allocation requests at least fourteen (14) calendar days prior to the deadline for submitting a purchase request set up by the Office of Student Life.

Section 51202. Eligibility

- (a) All student organizations are eligible to receive a supplemental allocation of Student Body Funds from the Committee.
- (b) Club sports teams shall not receive money during supplemental allocations from the Committee.
- (c) Constituent student organizations affiliated with a graduate umbrella organization shall not receive money during supplemental allocations from the Committee.
 - (i) Those constituent student organizations may be eligible to receive supplemental allocations only if the supplemental allocation request is for an event that is open to all students at the University.

Section 51203. Contents of the Supplemental Allocation Applications and Submission

- (a) A supplemental request must include the following—
 - (i) The name of the student organization;
 - (ii) The primary contact email of the student organization's executive financial officer;
 - (iii) The amount of general allocations received by the student organization this fiscal year;
 - (iv) The remaining amount of the student organization's budget account;
 - (v) Requests for supplemental allocations in line-item form with descriptions;
 - (vi) Numerical rankings of the categories indicating their relevant importance to the overall budget item; and
 - (vii) An explanation of why the student organization needs supplemental allocations.
- (b) A supplemental allocation application must be submitted to the Committee by the student organization no later than ten (10) business days prior to the proposed expense.
 - (i) The Committee may consider supplemental requests submitted less than ten (10) business days prior to the proposed expense upon a vote of a two-thirds majority of the members of the Committee present in favor to consider

Section 51204. Consideration in the Committee

- (a) The Committee shall complete deliberation within ten (10) business days after the submission of a supplemental allocation application.
- (b) The Committee shall review and evaluate all general allocation applications in a viewpoint-neutral manner solely for compliance with the criteria set under this Part of the Bylaws.
- (c) The Committee shall, by a simple majority vote of those members present, approve in whole, in part, deny, refer to the Senate with a suggested amount, or postpone a supplemental allocation application.
- (d) The Committee shall not appropriate any supplemental allocation that exceeds \$7,500 without Senate approval.

Section 51205. Notification of Committee Decisions

- (a) The Committee shall notify the student organizations within forty-eight (48) hours after the completion of the deliberation of their requests by the Committee.
- (b) If the Committee refers a supplemental allocation application to the Senate for consideration, the Committee shall notify the student organization, Vice President, Senate Chairperson Pro Tempore, and Senate Chief of Staff within forty-eight (48) hours after the

Committee completed the deliberation on that supplemental allocation containing—

- (i) The amount of allocation the Committee suggested to the Senate;
- (ii) The location and time of the upcoming full Senate meeting; and
- (iii) The proposed special resolution on the supplemental allocation.

Section 51206. Submission of Supplemental Allocation to the Senate

- (a) All modifications to the special resolution on the supplemental allocation must be done in line-item form by motions to amend the special resolution.
- (b) The amendment to the special resolution on the supplemental allocation shall follow the parliamentary procedures adopted by the Senate.
- (c) The Committee shall provide all senators copies of supplemental allocation applications submitted by the student organization.
- (d) The Committee Chairperson shall submit the special resolution on the supplemental allocation in accordance with Senate's procedure and provide copies of the supplemental allocation application twenty-four (24) hours prior to the scheduled full Senate meeting.

Section 51207. Consideration and Adoption of the Special Resolution on the Supplemental Allocation

- (a) All modifications to the special resolution on the supplemental allocation must be done in line-item form by motions to amend the special resolution.
- (b) The amendment to the special resolution on the supplemental allocation shall follow the parliamentary procedures adopted by the Senate.
- (c) The Senate shall adopt the special resolution on the supplemental allocation by a two thirds (2/3) majority of senators present.
- (d) The Committee Chairperson shall notify the student organizations within forty-eight (48) hours after the Senate made the decision regarding their applications.

Section 51208. Monetary Allocations and Reconciliation

- (a) The Committee Chairperson, the Org Help Finance Desk, or the Director of the Legislative Budget Office shall conduct monetary allocations within forty-eight (48) hours after the Committee or the Senate made allocation decisions.
- (b) The Committee shall conduct reconciliation at least once every two (2) calendar months.
 - (i) The Committee Chairperson shall set up schedule and arrange allocation reconciliations.

Section 51209. Report to the Senate and Transparency

- (a) The Committee Chairperson shall distribute at each Senate meeting a supplemental allocation report under [Section 53207](#) of this Part of the Bylaws.

Chapter 513. Category Transfer

Section 51301. Eligibility

- (a) Any student organization may petition the Treasurer for the transfer of funds from one category to another category within its approved allocations through the standardized form provided by the Treasurer.
- (b) A student organization shall not petition the Treasurer for the transfer of funds from a category to another student organization's category.

Section 51302. Contents of the Supplemental Allocation Applications and Submission

- (a) The Treasurer shall not consider category transfer application submitted through other means of communication aside from the standardized form provided by the Treasurer.

- (b) A supplemental request must include the following—
 - (i) The name of the student organization;
 - (ii) The primary contact email of the student organization’s executive financial officer;
 - (iii) An explanation of why the student organization needs more funding for one category but less for another; and
 - (iv) Request titles, section titles, and category titles to locate the items.

Section 51303. Consideration in the Committee

- (a) The Treasurer shall complete deliberation within ten (10) business days after the submission of a category transfer application.
- (b) The Treasurer shall review and evaluate all category transfer applications in a viewpoint-neutral manner solely for compliance with the funding criteria listed under this Part of the Bylaws.
- (c) The Treasurer shall approve in whole, in part, deny, refer to the Committee with a suggested amount, or postpone a category transfer application.
- (d) The Treasurer shall not re-appropriate any category transfer that exceeds \$5,000 without the Committee’s approval.
- (e) In case of a vacancy, incapacity, or dereliction of duty in the position of the Treasurer, all applications shall be deemed to have been referred to the Director of the Legislative Budget Office. In case of a vacancy, incapacity, or dereliction of duty in the position of the Director of the Legislative Budget Office, all applications shall be deemed to have been referred to the Committee.

Section 51304. Notification of Committee Decisions

- (a) The Treasurer shall notify the student organizations within forty-eight (48) hours after 16 the completion deliberation of their requests.
- (b) If the Treasurer refers a category transfer application to the Committee for consideration, the Treasurer shall notify the student organization, Vice President, Senate Chairperson Pro Tempore, and the Chairperson of the Committee within forty eight (48) hours after the Treasurer completed the deliberation on that supplemental allocation containing—
 - (i) The amount of transfer the Committee suggested to the Senate;
 - (ii) The location and time of the upcoming full Senate meeting; and
 - (iii) The proposed special resolution on the category transfer.

Section 51305. Submission of Category Transfer to the Senate

- (a) The Senate shall consider and act on the category transfer referred by the Committee as a special resolution on the category transfer.
- (b) The Committee Chairperson shall sponsor the special resolution on the category transfer.
- (c) The Committee shall compose a special resolution on the category transfer contains—
 - (i) The student organization wishes to transfer fund;
 - (ii) The categories this student organization wishes to transfer between; and
 - (iii) The amount of transfer the Committee suggested.
- (d) The Committee shall provide all senators copies of category transfer application submitted by the student organization.
- (e) The Committee Chairperson shall submit the special resolution on the category transfer in accordance with Senate’s procedure and provide copies of category transfer application twenty-four (24) hours prior to the scheduled full Senate meeting.

Section 51306. Consideration and Adoption of the Special Resolution on the Category Transfer

- (a) All modifications to the special resolution on the category transfer must be done motions to amend the special resolution.
- (b) The amendment to the special resolution on the category transfer shall follow the parliamentary procedures adopted by the Senate.
- (c) The Senate shall adopt the special resolution on the supplemental allocation by a simple majority of Senators present.
- (d) The Committee Chairperson shall notify the student organizations within forty-eight (48) hours after the Senate made the decision regarding their applications.

Section 51307. Enact the Transferred Funds

- (a) The decision on the category transfer shall take effect immediately after the student organization receive emails regarding their application.
 - (i) In the emails sent to student organization, the Committee Chairperson shall include instruction on how to use transferred funds and the transfer reference number.
- (b) After the student organization receive the approval notification from the Committee, it shall use the transferred funds by making a comment in the comments section of the purchase request from.
 - (i) The student organization shall insert the following language into the comment section, “the category transfer is approved by the Finance Committee. The transfer reference number is ##.”
- (c) The Committee shall compose a live tracker for the Org Help Finance Desk and the public to track all line-item transfers under [Section 53205](#) of this Part of the Bylaws.

Chapter 514. Reclamation

Section 51401. In General

- (a) The Committee shall conduct a mandatory reclamation before or during the last full week of February of each fiscal year on all student organizations except graduate umbrella student organizations.
- (b) All student organizations are subject to reclamation by the Committee at any time without explanation.

Section 51402. Reclamation Notification

- (a) If the Committee initiates reclamation process on one or more student organizations, the Committee Chairperson shall send written notification to the executive financial officers of each student organization.
- (b) The Committee Chairperson shall send out notification forty-eight (48) hours before starting the reclamation process.
- (c) The written notification shall include—
 - (i) The sections or allocations that will be reclaimed;
 - (ii) The timeline determined by the Committee Chairperson for the upcoming reclamation; and
 - (iii) The procedure to submit explanations to the Committee.
- (d) The student organization shall not submit a purchase request for items under the sections or allocations subject to upcoming reclamation without the Committee Chairperson’s written approval after the Committee Chairperson sends out

notifications in writing.

Section 51403. Timeline of Reclamation

- (a) Forty-right (48) hours after the Committee Chairperson sends out the notification, the Committee shall start the reclamation process.
- (b) The reclamation process shall be completed within ten (10) business days after starting the process.
- (c) The Committee Chairperson shall notify the student organization in writing about the proposed reclamation.
- (d) The student organization whose funds are proposed to be reclaimed shall have a minimum of four (4) business days to submit explanations to the Committee.
- (e) The Committee shall complete the consideration and adjustment of the proposed reclamation and issue a report on the reclamation within five (5) business days after the deadline of submitting explanations to the Committee.
- (f) The Committee Chairperson shall publish the result of reclamation and send it to the Org Help Finance Desk for further monetary transfers.

Section 51404. Reclamation Criteria

- (a) The Committee shall identify any unspent funds for the program or event prior to the 10 notification date and propose to reclaim all unspent funds.
- (b) The Committee shall consider explanations submitted by student organizations and 12 may not reclaim if—
 - (i) The student organization submitted the purchase request and waiting for approval;
 - (ii) The purchase request is approved and the student organization is processing the purchase; and
 - (iii) The student organization is waiting for the final invoice from the vendor(s).

Section 51405. Change in University Operation

- (a) The Committee shall refer a special senate resolution on reclamation to reclaim all unspent funds to the Senate if the operation model of the University changes significantly from when the majority of Student Government Association Funds are appropriated with the consent from the Office of Student Life.
- (b) The Senate shall adopt the special senate resolution on reclamation by two-thirds (2/3) majority of current members of the Senate.
- (c) The Committee may initiate additional general allocations to re-appropriate funds to student organizations.
 - (i) Such additional general allocations shall generally comply with provisions under [Chapter 510](#) of this Part of the Bylaws.
 - (ii) The Senate may adopt legislation to adjust procedures to better serve student organizations.

Chapter 515. University-Wide Programs Fund

Section 51501. Membership

- (a) The University-Wide Programs Fund Joint Committee (“Joint Committee”
- (b) for purposes of this Chapter) shall consist of—
 - (i) three (3) University Officials appointed by the Office of the Student Life;
 - (ii) two (2) students appointed by the Senate; and
 - (iii) one (1) senator appointed by the Committee from among its members.

- (c) Student members shall be appointed following the procedures codified in the Bylaws.
- (d) The Joint Committee shall elect a member of the Joint Committee as the scheduler of the Joint Committee to coordinate members and call meetings.

Section 51502. Eligibility

- (a) This University-Wide Program Fund shall be at the discretion of the Joint Committee, fund university-wide programs and events, including without limitation—
 - (i) heritage celebration programs and campus traditions;
 - (ii) campus-wide events targeted toward a broad student audience;
 - (iii) events that support the mission of student life to support student experiences, community building, and inclusive programs that foster belonging and further student learning and holistic development; or
 - (iv) events with an expected attendance of at least 350 students.

Section 51503. Allocations and Record-Keeping

- (a) The Joint Committee shall allocate funding to student organizations by consensus.
- (b) The Joint Committee shall appoint a member of the Joint Committee or an individual to take minutes and record vote counts.
- (c) The Joint Committee may make minutes available to the public in whole or in part after minutes have been approved by a simple majority of members present and voting.

Section 51504. Tier System

- (a) The Joint Committee may consider the factors in the tier system listed under [Section 51805](#) of this Part of the Bylaws, with the tiers therein designating the relative order of importance.
- (b) The Joint Committee shall have the authority to make and keep additional funding guidelines and allocate funding in accordance with these prospectively so long as it publicly announces changes and provides notice via its application and publicly available materials.

Section 51505. Prohibited Spending

- (a) The Joint Committee shall not allocate funding for items listed under [Section 51904](#) of this Part of the Bylaws.

Chapter 516. Disbursement

Section 51601. The Treasurer

- (a) The Treasurer shall—
 - (i) Execute all powers and responsibilities under Article XI, Section 5 of the Constitution;
 - (ii) Review all disbursements and take actions in accordance with this Part of the Bylaws;
 - (iii) Administer all Student Government Association assets and equipment under this Part of the Bylaws;
 - (iv) Report to the Office of Student Rights and Responsibilities if Treasurer notices potential violations of this Part of the Bylaws;
 - (v) Audit the financial activities of any student organization under [Chapter 517](#) of this Part of the Bylaws; and
 - (vi) Prepare reports requested under of this Part of the Bylaws.

Section 51602. The Org Help Finance Desk

- (a) The Org Help Finance Desk shall be the fiduciary agent of all student organization

disbursements.

- (b) The Org Help Finance Desk shall—
 - (i) Review and approve purchase request based on the standards listed under this Part of the Bylaws.
 - (ii) The Org Help Finance Desk shall not approve any disbursement of Student Government Association Funds if—
 - (1) the Treasurer issued an injunction on a purchase request or a disapproval of a category approved by the Committee
 - (2) that student organization fails to present an itemized receipt or record of purchase; or
 - (3) that disbursement violates any University Policies, or Bylaws.
 - (iii) No Student Body Funds shall be disbursed without the approval of the Org Help Finance Desk.

Section 51603. Procedure

- (a) The Treasurer shall develop standard procedure with the Org Help Finance Desk.
- (b) The procedure of disbursement shall be published in the Student Organization Handbook.

Section 51604. Injunction

- (a) The Treasurer shall notify the student organization, the Committee, and the Org Help Finance Desk when issuing an injunction on a purchase request or a category.
- (b) The Treasurer shall include the following in the injunction:
 - (i) The reference number of the purchase request if it applies;
 - (ii) Request titles, section titles, and category titles to locate the category;
 - (iii) Reasons of issuing the injunction under this Title; and
 - (iv) Ways to submit an explanation from the student organization.
- (c) After the Treasurer receives the explanation from the student organization regarding the injunction, the Treasurer shall uphold, modify, or revoke the injunction. Such decision shall be sent to the student organization, the Committee, and the Org Help Finance Desk.

Chapter 517. Audit

Section 51701. In General

- (a) Definition
 - (i) Under this chapter—
 - (1) “Audit” shall mean an objective examination and evaluation of the use of Student Government Association Funds of a student organization to ensure good use of Student Government Association Funds.
 - (2) “Treasurer” shall mean the Treasurer and the staff member of the Office of the 30 Treasurer.
- (b) Authorization
 - (i) All student organization are subject to audit by the Treasurer regularly.
 - (ii) The Committee shall request the Treasurer to conduct audits of student organizations at any time.

Section 51702. Frequency and Notification of Upcoming Audits

- (a) The Treasurer shall conduct audits for thirty (30) randomly selected student organization every fall-spring semester.
- (b) The Treasurer shall send written notification on upcoming audit to the executive

financial officers of each student organization forty-eight (48) hours prior the audit process.

Section 51703. Area of Concern

- (a) The audit conducted by the Treasurer shall review the following—
 - (i) Is the student organization spending in line with its submitted applications?
 - (ii) Is the student organization spending in line with this Part of the Bylaws?
 - (iii) Does the student organization use allocated funds effectively?
 - (iv) Any other information the Treasurer deems necessary.

Section 51704. Audit Results

- (a) The Treasurer shall send the result of audits to the executive financial officers and the Committee Chairperson within four (4) business days after the completion of audit.
- (b) The Treasurer shall list all findings of the audit in the results, including potential violation of this Part of the Bylaws.
- (c) All student organizations shall be given at least four (4) business days to give explanations regarding the audit result. The student organization shall submit their explanations to the Treasurer.
- (d) If the audit result suggests the student organization may violate provisions of this Part of the Bylaws, the Treasurer shall report to the Office of Student Rights and Responsibilities.

Chapter 518. Funding Criteria

Section 51801. General Criteria

- (a) The amount of funding a student organization receives is determined by their stated programmatic needs as set forth in their general allocation applications or supplemental allocation applications and is dependent upon submission of accurate documentation supporting the application.
- (b) [Section 51902](#) of this Part of the Bylaws does not apply to graduate umbrella student organizations.

Section 51802. Status Requirement and Submission Timeline

- (a) To receive allocations from the Student Government Association, the student organization must—
 - (i) Be in active status as determined by the Office of Student Life; and
 - (ii) Submit a complete application before the designated due date and time.

Section 51803. Format of Allocation and Disbursement

- (a) The Committee shall allocate all funds under any and only the following categories—
 - (1) National Organization or Umbrella Dues;
 - (2) Registration and Enrollment Fees;
 - (3) Subscriptions;
 - (4) Office Supplies;
 - (5) Professional Development;
 - (6) Other Administrative and Registration Expenses;
 - (7) Copyrights and Intellectual Property Fees;
 - (8) Decoration;
 - (9) Food and Drinks;
 - (10) Speakers and Performers;
 - (11) Insurance;
 - (12) Inventory and Supplies;

- (13) Durable Goods;
- (14) Transportation;
- (15) Lodging;
- (16) Off-campus Space and Venues;
- (17) On-campus Space and Venues;
- (18) Services;
- (19) Training; and
- (20) Marketing and Advertising.

(b) The Committee shall not allocate funds for a category that has no description other than a short title.

Section 51804. Supporting Documents

- (a) Student organizations shall provide accurate cost estimates supported by reliable documentation or research to the Committee with their applications, including, but not limited to—
- (i) Quote from vendor;
 - (ii) Event order;
 - (iii) Link to or screenshots of the item the organization wishes to purchase; or
 - (iv) Previous invoice or contracts.

Section 51805. Tier System

- (a) The Committee shall consider the following factors in allocating Student Government Association Funds to student organizations, with the following tiers designating the relative order of importance.
- (i) Tier One
 - (1) The number of students expected to benefit.
 - (2) The location and accessibility of the event, with a preference given to events held on campus.
 - (3) The extent to which the category is central to the identity or the existence of the student organization.
 - (ii) Tier Two
 - (1) How efficiently the funds would be spent.
 - (2) The extent to which the category description sufficiently justifies the need for the funds.
 - (3) Whether the item to be purchased under a category is a durable/sustainable good or one-time use, with a preference given to durable goods.
 - (4) The extent to which the primary purpose of the category contributes to a diverse and inclusive campus community that supports historically marginalized students.
 - (5) The extent to which the primary purpose of the category contributes to addressing incumbent issues on campus that educate the campus community.
 - (iii) Tier Three
 - (1) How much effort the student organization has made to fundraise and the revenue it generates or fundraises for itself, with preference given to categories that are not funded solely by the Student Government Association.
 - (2) Whether the event has been put on previously and to what success.

Section 51806. Funding Limitation and Prohibitions

- (a) The Committee shall not allocate any fund to any category that falls under any category

listed under [Section 51903](#) of this Part of the Bylaws.

- (b) The Committee shall not allocate any funding in excess of or contrary to the limits listed under [Chapter 519](#) of this Part of the Bylaws.

Section 51807. Factors not Considered by the Committee

- (a) The Committee shall not use the following criteria when making allocation decisions:
 - (i) The presumed popularity of a student organization's viewpoint, including the existence among the student body of opposition to, or support for, the group, except if—
 - (1) The student organization's viewpoint is inconsistent with university values and policies.
 - a) The Student Government Association shall seek guidance from the Office of Student Life on this matter.
 - b) Any student organization shall have the right to seek guidance from the Office of Student Life to determine if its event or program is not in accordance with university values and policies.
 - (ii) The length of time the student organization has been in existence.

Chapter 519. Funding and Spending Limitations and Prohibitions

Section 51901. Limitation on General Allocations

- (a) The following limitations under this section shall only apply to the General Allocations. The Student Government Association shall not allocate any funding in excess of or contrary to the limits listed under this section in general allocations.
- (b) The Committee shall give preference to funding for cultural or religious food at relevant cultural or religious events put on by relevant cultural or religious organizations over funding non-cultural food.
- (c) Upon confirmation of cost and verification of efficient use, the Committee fully funds Communication Access Real-time Translation (CART) services and American Sign Language (ASL) interpreters when requested by student organizations during general allocations.
 - (i) The Committee, by a two-thirds vote of those present, may waive this requirement for failure to confirm costs or belief that the funds will not be used efficiently.

Section 51902. Limitation on All Allocations

- (a) The Student Government Association shall not allocate any funding in excess of or contrary to the limits listed under this section.
- (b) Decorations
 - (i) Maximum of \$300 per event.
- (c) Transportation
 - (i) Transportation expense allocations shall be limited to 50% of the total travel expense, with a maximum of \$100 per person per trip.
 - (ii) Each student organization shall be eligible to receive up to \$7,500 in transportation allocations per fiscal year.
- (d) Lodging
 - (i) Lodging expense allocations shall be limited to the lesser of \$50 per person or 50% of the actual expense per travel.
- (e) Registration and Enrollment and Fees
 - (i) Each student organization shall be eligible to receive up to \$1,000 per conference

- competitive events, or programs, not to exceed \$75 per individual.
- (ii) Each student organization shall be eligible to receive up to \$4,000 for conferences per fiscal year.
- (f) Insurance
 - (i) Each student organization shall be eligible to receive allocations for liability insurance up to \$1,000 per fiscal year.
- (g) Speak or Performer Fees
 - (i) Maximum of \$3,000 per event if the expected attendance is fewer than 150 GW students;
 - (ii) Maximum of \$7,000 per event if the expected attendance is fewer than 350 GW students; or
 - (iii) Maximum of \$10,000 per event if the expected attendance is 350 or more GW students.
- (h) Off-Campus Venue Rentals
 - (i) The Committee shall allocate a maximum of \$10 multiplied by the number of GW 9 students expected to attend per event.
- (i) Marketing and Advertising
 - (i) Maximum of \$150 per event.
- (j) Food and Drink
 - (i) Food may be funded up to \$10 per event attendee but must not to exceed \$3,500 per event.

Section 51903. Prohibited Spending under Student Government Association Policies

- (a) Student organizations may not use any Student Government Association Fund to purchase item that falls under any of the following categories:
 - (i) Funding requested solely for the benefit of individuals or groups who are not currently enrolled GW students;
 - (ii) Any items or resources that are more cheaply available by rental or reservation through GW;
 - (iii) Printing that is available at the Student Organization Resource Center;
 - (iv) Items to be given out to individuals or organizations, including, but not limited to, 24 awards, gifts, and giveaways, except for low-cost printed publicity items such as 25 stickers or low-cost appreciation gift(s) for speakers who provide their services 26 for free;
 - (v) Travel expenses for individual who are not currently enrolled GW students;
 - (vi) Any event (including promotional items, marketing, or materials for the event) intended as a fundraiser for any non-GW individual, party, or organization;
 - (vii) Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors (corporate or otherwise) for the student organization;
 - (viii) Costs associated with service or processing of any items;
 - (ix) Any cost in support of or in opposition to a candidate in an on-campus election;
 - (x) Parking permits, fees, and validations for road vehicles;
 - (xi) Compensating any student for services performed on behalf of the student organizations;
 - (xii) Any costs for which the actual expenditures are not known or “miscellaneous” costs; or
 - (xiii) Food or drinks at internal student organization meetings or events.

Section 51904. Prohibited Spending under University Policies

- (a) Student organizations may not use any University Fund to purchase item that falls under any of the following categories:
 - (i) Drug, firearms, ammunition, or controlled substances;
 - (ii) Gift card and cash equivalents without approval in writing by the Office of Student Life;
 - (iii) Laboratory animals;
 - (iv) Special occasion items for individuals without approval in writing by the Office of Student Life;
 - (1) For example, flowers, fruit baskets, candy, balloons, etc.
 - (v) Single-use plastics, non-compostable disposable bottled beverages or non compostable, disposable tableware such as serving plates, silverware, serving silverware;
 - (1) For example, single-use plastic, Styrofoam, paper, etc.
 - (vi) Any actual or in-kind contributions to campaigns, candidates, political parties, or any similar politically active organization on or off campus;
 - (vii) Reimbursing any member(s) of the University for campaign contributions;
 - (viii) Purchases connected to gambling;
 - (ix) Reimbursement for unapproved travel or events;
 - (x) Reimbursement for personal payment on a contract;
 - (xi) Financial securities or cryptocurrencies; or
 - (xii) Peer-to-Peer lodging.

Chapter 520. Temporary Funding Policies

Section 52001. Authorization

- (a) The Committee may implement temporary funding policies in line with any changes in university policies, current situations, laws, or government regulations.

Section 52002. Content of Temporary Funding Policy

- (a) For each temporary funding policy, the Committee shall state—
 - (i) The reason and purpose of implementing such policy;
 - (ii) The effect of this temporary policy;
 - (iii) The scope of this temporary policy; and
 - (iv) The time period this temporary policy will be effective.

Section 52003. Effective Period

- (a) A temporary funding policy shall be effective at a maximum period of one (1) calendar month.
- (b) The Committee shall only extend each temporary funding policy by another calendar month once.

Section 52004. Announcement

- (a) The Committee Chairperson shall publicly announce any temporary funding policies implemented by the Committee immediately.

Section 52005. Senate Actions

- (a) The Senate may, by a two-third (2/3) majority of Senators present, upheld, revise, or revoke decisions made by the Committee in the form of a special resolution.

Chapter 521. Political Activities

Section 52101. Purpose

- (a) The Internal Revenue Code prohibits the university from participating or intervening directly or indirectly in any political campaign activity or supporting any such activity.
- (b) Since all monies appropriated or allocated by the Student Government Association is classified as university funds, to maintain adherence to the prohibition, provisions under this chapter regulate the use of Student Government Association Funds and Student Government Association equipment in relation to political activities.
- (c) A student organization may seek a confirmation from the Office of Student Life whether or not an event or program is a political activity.
 - (i) If the Office of Student Life confirmed an event or program is not a political activity, the Committee shall not deny funding request based on [Chapter 521](#).
- (d) Nothing in this chapter prohibits students or student organizations from participating in political activity in their individual capacity.

Section 52102. Allocation and Spending Prohibition

- (a) The Committee shall not allocate any Student Government Association fund to any item intended for support for a political campaign on behalf of or against any candidate for public office, political party, or political action committee, including the solicitation of funds for such purpose or activities.
- (b) Any student organization shall not use Student Government Association Funds for any candidate for public office, political party, political action committee, or any actual or in-kind contributions to campaigns, candidates, political parties, or any similar politically active organization.
- (c) No Student Government Association Funds shall be used to reimburse any member(s) of the University for campaign contributions.
- (d) No Student Government Association Funds shall be used for renting or reserving facilities may be used on behalf of or against any candidate for public office, political party, or political action committee.

Section 52103. Use of Services and Equipment Purchased Using Student Government Association Fund

- (a) Duplication machines, computers, telephones, fax machines, or other equipment or supplies purchased by using Student Government Association Funds shall not be used on behalf of or against any candidate for public office, political party, or political action committee.
- (b) Services purchased by using Student Government Association Funds shall not be used on intended for support for a political campaign on behalf of or against any candidate for public office, political party, or political action committee, including the solicitation of funds for such purpose or activities.

Chapter 522. Reimbursement

Section 52201. In General

- (a) Students may be reimbursed for student organizations purchases less than \$500 made with a personal form of payment.
- (b) Allocation requests for reimbursements must meet the criteria listed under [Section 52202](#) to be considered by the Committee.
- (c) Any exception to the criteria below requires prior written approval from the Office of Student Life. The student organization must attach the written approval to the funding

request.

- (d) The Committee shall not approve allocation request for reimbursement fails to meet criteria listed under [Section 52202](#).

Section 52202. Reimbursement Criteria

- (a) All reimbursement requests must be accompanied by an itemized receipt. Bank statements will not be accepted in lieu of an itemized receipt. Itemized receipts must include the vendor's name, items purchased, purchase total, and payment method.
- (b) For purchases of food, an attendee list or event marketing materials must be included with the receipts.
- (c) A student may not submit their own purchase request for reimbursement. An officer other than the individual being reimbursed must submit the purchase request in Engage.
- (d) Reimbursement requests must be submitted no later than 30 days from the purchase date.
- (e) No reimbursement for individual purchases more than \$500.
- (f) No reimbursement for hotels, flights, train, bus, or rental car.
- (g) No reimbursement for registration fees (ex. Conference or tournament registration).
- (h) No reimbursement for the purchase of apparel or merchandise.
- (i) No reimbursement for any item that is a violation of policy or of a funding prohibition listed under this Part of the Bylaws.

Chapter 523. Equipment Possessed by Student Organizations

Section 52301. Purpose

- (a) The purpose of this chapter is to establish procedures for the management and control of assets and equipment purchased by Student Government Association funds, and to provide the Student Government Association with an overall condition of all equipment.
- (b) Provisions under this chapter enable the Student Government Association to monitor the condition of assets and equipment, track health and conduct maintenance maximized uptime of assets and equipment purchased by using Student Government Association funds.

Section 52302. Definition

- (a) Under this chapter—
 - (i) “Assets/durable goods/equipment/SA equipment” shall be used interchangeably and mean any item has an acquisition value of \$200 or more, is freestanding, and has a normal life expectancy of one year or more.
 - (ii) “Student organization” shall mean any student organization that processes SA equipment including the Student Government Association.
 - (iii) “Treasurer” shall mean the Treasurer and the staff member of the Office of the Treasurer.

Section 52303. Ownership and Possession

- (a) The Student Government Association has ownership, and/or will receive ownership of all assets and equipment purchased with Student Government Association Funds in whole or in part or received as gifts or donations to the Student Government Association. SA equipment will be titled and identified as SA equipment regardless of their locations.
- (b) Any durable goods purchased under subsection (a) and costing more than \$200 shall be registered with and are subject to periodic inspection by the Treasurer.
- (c) When a student organization is registered and is in active status with the Office of Student Life, it shall have exclusive rights of possession and use of any durable goods purchased

by the student organization using the Student Government Association Funds allocated to them and any durable goods registered under the student organization.

- (d) If a student organization is dissolved, all durable goods purchased by using Student Government Association Funds in possession of this student organization shall be transferred to the possession of the Student Government Association.

Section 52304. Acquiring Durable Goods

- (a) All durable goods should be purchased through the approved university payment methods.
- (b) No student organization shall use petty cash to purchase any durable goods.
- (c) The Treasurer, with the approval in writing from the Committee, may transfer possession of a good from the Student Government Association to a student organization.

Section 52305. Registration for Assets and Equipment

- (a) The Treasurer provides support to the student organizations regarding the control and maintenance of durable goods, including tagging assets, or assisting with conducting annual inventories, record keeping, and reconciliation.
- (b) The Treasurer keeps records of the manufacturer's name, the physical location, the possessor, the asset tag number, the original cost, and the acquisition date, as well as any other information that is needed to establish and maintain control, protect, preserve, and maintain Student Government Association property.
- (c) If the status of the durable goods changes (such as broken), the executive financial officer of that student organization shall report to the Treasurer via Change in Durable Goods Status Form.

Section 52306. Inventories

- (a) The purpose of the physical inventory is to verify the existence, and location of durable goods and to validate the accuracy of the Student Government Association records.
- (b) The Treasurer conducts and manages an annual inventory for assets purchased by the Student Government Association Funds.
- (c) The Treasurer reports any material unresolved differences to the possessor of the durable goods for explanations.
 - (i) If the possessor fails to provide an explanation or the issue remains unsolved, the Treasurer shall notice to the Committee.

Section 52307. Procedures for Actions Required in the Event of a Loss

- (a) Upon the discovery of a loss of SA equipment, the head of the concerned student organization shall—
 - (i) If the equipment has an acquisition value of \$1,000 or more, report to the Office of Student Life;
 - (ii) Reported to the Treasurer via Change in Durable Goods Status Form;
 - (iii) Cooperate with investigations by the Student Government Association, the Office of Student Life, or other appropriate authority if necessary; and
 - (iv) Prepare and implement a plan of action to prevent the reoccurrence of loss in the future.

Section 52308. Dispositions

- (a) A student organization (the possessor) may claim the durable goods are no longer needed by submitting a Change in Durable Goods Status Form.
- (b) The Treasurer shall collect the durable goods from its possessor and properly store it.

Section 52309. Personal Use of Student Government Association Equipment

- (a) Use of SA equipment by any individual for personal purposes is prohibited.
- (b) Student Government Association equipment is not, under any circumstances, used for private business or personal profit.

Section 52310. Annual Report

- (a) All student organization shall report the condition of all durable goods using a standard form provided by the Treasurer.
- (b) Treasurer shall compose and submit an equipment status report to include in the year end report.

Chapter 524. Student Organization Resource Center

Section 52401. Definitions

- (a) Under this chapter—
 - (i) “Resource Center” or “SORC” shall mean the Student Organization Resource Center.

Section 52402. Establishment and Purpose

- (a) There shall be in the Student Government Association an agency to be known as the Student Organization Resource Center, and to be under the direction of the Executive Branch of the Student Government Association.
- (b) The Resource Center shall offer a variety of services for student organizations, including, but not limited to—
 - (i) Printing; and
 - (ii) Durable goods that can be borrowed.

Section 52403. Printing Services

- (a) Page Allotments
 - (i) Each organization shall receive four hundred (400) free pages per calendar week.
 - (ii) If a student organization requests more than four hundred (400) sheets of paper to be printed in less than one calendar week, said student organization shall—
 - (1) be responsible for providing their own paper for the extra pages; or
 - (2) use its revenue or money allocated by the Committee for office supplies to cover the cost of printing.
 - (iii) If the Office Assistant uses Student Government Association owned paper to complete the order that exceeds the free page allotments, the Committee shall charge the student organization for the extra pages.
 - (1) The fee for printing extra pages shall be publicly available on Resource Center webpage and send to the student organization representative who submitted the printing request when the student organization exhausted its free page allotments.

Section 52404. Durable Goods

- (a) Return Policies
 - (i) Late Return and Fees
 - (1) If a student organization does not return the item by the fourth day after the return date, the student organization shall be charged a late fee of \$20.00.
 - (2) If a student organization does not return the item by the tenth day, the student organization shall be charged the full price of the item.
 - a) This charge will be in addition to the late fee of \$20.00.

- (ii) Item Condition
 - (1) Student organizations shall return all items in the same condition they were found in.
 - (2) If a student organization returns an item in a condition that has minor damages, then they will be charged a fee of \$20.00.
 - (3) If an organization returns an item in a condition that is no longer usable, then they will be charged for the full price of the item.

Chapter 526. Allocations to the Graduate Umbrella Student Organizations

Section 52601. Obligations of the Committee, Chairperson, and Full Senate

- (a) The Committee, Chairperson, and Full Senate shall interact with Graduate Divisions in accordance with Chapter 106 of these Bylaws.

Chapter 527. Student Government Association Operational Budget

Section 52701. In General

- (a) Each branch of the Student Government Association shall be considered an individual student organization for the purposes of requesting, receiving, and disbursing student body funds.
- (b) Each branch of the Student Government Association is subject to this Part of the Bylaws, except that—
 - (i) student body funds allocated to the branches of the Student Government Association may not be transferred to other student organizations without a two-thirds vote of the Committee; and
 - (ii) the executive branch may employ one or more University students to assist in the operations of the Student Government Association.
- (c) Student body funds allocated to a branch of the Student Government Association shall be used only for—
 - (i) programs initiated by the branch; or
 - (ii) expenses directly related to the operations of the branch.

Section 52702. The Financial Officers of Each Branch

- (a) The financial officers of the Executive Branch shall be—
 - (i) The President; and
 - (ii) The Treasurer.
- (b) The financial officers of the Legislative Branch shall be—
 - (i) The Presiding Officer of the Senate; and
 - (ii) The Chairperson Pro Tempore.
- (c) The financial officers of the Judicial Branch shall be the Chief Justice.

Section 52703. Propose and Adopt the Operational Budget to the Senate

- (a) The President shall submit an operational budget for the Executive Branch to the Committee no later than August 1st of each fiscal year.
- (b) The Vice President shall submit an operational budget for the Legislative Branch to the Committee no later than the no later than August 1st of each fiscal year.
- (c) The proposed operational budget shall be categorized under the following categories—
 - (i) program development activities;
 - (ii) travel and transportation;

- (iii) office supplies and durable goods;
 - (iv) Student Organization Resource Center;
 - (v) food and drinks;
 - (vi) subscriptions; and
 - (vii) compensation.
- (d) The Committee shall publish the operational budget submitted by each branch within five (5) business days of reception.
- (e) The Committee shall review, adjust, or refer to the Senate by a simple majority of current senators serving in a form of a bill.
- (f) The Senate shall review, adjust, or adopt the operational budgets by a simple majority of current senators serving.

Section 52704. Reservation of Operational Budget

- (a) Except during the transition period, the Senate shall have the authority to render inaccessible for use by the Executive a portion of the remaining balance of the general allocation made to the Executive for that fiscal year equal to the remaining balance divided by the number of Executive Secretaryships that are occupied at that time by a vote of a two-thirds majority of the current Senators.
- (b) The portion rendered inaccessible under the procedure set forth in paragraph (a) will remain inaccessible for use by the Executive until the Senate removes such injunction of accessibility by a vote of a two-thirds majority of the current Senators.
- (c) A vote to remove shall not be in order until the President submits to the Senate a nomination to fill the vacancy or vacancies in question.

Chapter 528. Student Government Association Employment

Section 52801. In General

- (a) All employee positions, duties, and wages rate shall be codified under [Chapter 528](#) of this Part of the Bylaws.
- (b) Any person employed by the Student Government Association shall be a federal work-study student at the University unless they are a graduate student or an international student.
- (c) No person elected or appointed by the Student Government Association to a position in the Student Government Association shall be employed by the Student Government Association except for the positions listed under this Chapter.
- (d) A student employee may not work more than 700 hours in one fiscal year and not more than hours in one calendar week.
- (e) The Student Government Association shall comply with other University's policies and guidelines on employment.

Section 52802. Office Assistant

- (a) The Executive Branch shall employ a maximum of three (3) Office Assistants to assist the operation of the Student Government Association Office.
- (b) The Office Assistant shall—
 - (i) Process student organization printing requests in a timely manner.
 - (ii) Assist students in renting out supplies from the SA's Student Organization Resource Center (SORC)
 - (iii) Maintain an updated list of supply inventory for the SORC
 - (iv) Oversee all office supply deliveries and restock the SORC

- (v) Upload physical copies of SA archives into Google Drive and organize the digitized records
 - (vi) Direct inquiries to the appropriate SA and GW resources
 - (vii) Provide general office administrative support to the Student Government Association Secretary of Internal Relations and Chief of Staff and take on special projects assigned to them.
 - (viii) Complete special projects or other duties may be assigned related to specific departmental needs.
- (c) The wage per hour shall be consistent with other Student Support I wage rates.

Chapter 529. Disbursement and Access to the Records of Student Government Association Operational Budget

Section 52901. Executive Branch

- (a) All disbursements and debt obligations shall be approved by a simple majority of the Executive Cabinet.

Section 52902. Legislative Branch

- (a) All disbursements and debt obligations shall be approved by a simple majority of the Committee on Governance and Nominations.

Section 52903. Judicial Branch

- (a) The Judicial Branch of the Student Government Association shall propose and adopt bylaws or rules of procedure to standardize the authorization and disbursement process of its operational budget.

Section 52904. Access to the Records

- (a) All Student Government Association branches shall maintain written records on the approval of the disbursement include—
 - (i) Attendance;
 - (ii) Categories to be withdrew money from;
 - (iii) The amount of money to be spent;
 - (iv) The item to be purchased;
 - (v) Vote counts; and
 - (vi) Meeting date.
- (b) Such record must be publicly available on Student Government Association communication channels within five (5) business days after the approval of the disbursement.

Section 52905. Process the Disbursement

- (a) The financial officers of each branch shall be responsible process the disbursement on the platform designated by the University.

Chapter 530. Organization of the Committee on Financial Services and Allocations

Section 53001. Committee Membership

- (a) The Committee shall consist of no less than seven senators and no more than one third of the current members of the Senate, two of whom must be undergraduate students at the time of appointment, two of whom must be graduate students at the time of appointment.
 - (i) If the number of one-third of the current members in the Senate is less than seven, the Committee shall consist of seven senators.

- (b) Members of the Committee shall be confirmed by the Senate or with Vice President and Senate Chairperson Pro Tempore's consent.
- (c) Members of the Committee shall serve as members of the Committee until such time as they resign, are removed, or are no longer eligible to serve, pursuant to the relevant provisions of governing documents of the Student Government Association.
- (d) Members of the Committee shall be bound, unless they are on leave or prevented from discharging their duties by illness or other serious reasons duly explained to the Committee Chairperson, to hold themselves at the disposal of the Committee.

Section 53002. Resignations of Members

- (a) In the case of resignation of a member of the Committee, the resignation shall be addressed to the Chairperson, Vice President, and Senate Chairperson Pro Tempore. The Presiding Officer of the Senate shall confirm receipt in a written reply to the Committee Chairperson.
- (b) If the Chairperson of the Committee resigns, they shall address their written resignation to all members of the Committee, Vice President, and Senate Chairperson Pro Tempore.
- (c) Nothing in this section shall preclude a member of the Committee from resigning as the Committee Chairperson and retaining their membership on the Committee, upon which the Senate shall elect a new Committee Chairperson in accordance with the Bylaws.

Section 53003. Administrative Precedence of Members

- (a) In the exercise of their legislative functions, members of the Committee are of equal status regardless of age, class-year, graduate or undergraduate affiliation, or length of service on the Committee or the Senate.
- (b) For administrative purposes, including the ordering of names on resolutions, orders, decisions, and opinions of the Committee, members of the Committee shall take precedence according to the date on which they were duly confirmed as a member of the Committee. Members of the Committee duly confirmed on the same date shall take precedence in relation to one another according to school degree status, then by seniority of age.
- (c) The member of the Committee holding the office of Chairperson shall take administrative precedence before all other members of the Committee.
- (d) The member of the Committee holding the office of Vice Chairperson shall take administrative precedence before all other members of the Committee except the Committee Chairperson.
- (e) For any provisions of the governing document of the Student Government Association requiring the presence of a member of the Committee at non-Committee proceedings, the Committee shall designate a member of the Committee either by majority vote or the appointment of the Committee Chairperson upon receiving notice of the proceeding from the relevant Student Government Association branch or entity. In the event that the Committee does not specially designate one of its members to serve at the proceeding, the Committee Chairperson, or in their absence, the Committee Vice Chairperson or Acting Chairperson, shall attend the proceeding and discharge the duties thereof.

Section 53004. Requirement to Meet

- (a) The Committee shall assemble at least once every calendar week during the fall and spring semesters where there are at least ten scheduled University calendar days in any degree-granting program. A schedule of such meetings shall be set by the Committee and promulgated by the Committee Chairperson to the Vice President, Senate Chairperson Pro Tempore, Senate Chief of Staff, and the Student Government Association website.

- (b) Nothing in this section shall preclude the Committee from conducting its meetings virtually; however, hearings and proceedings requiring the participation of parties should be held in person whenever practicable.

Section 53005. Committee Meetings

- (a) The Committee Chairperson shall preside at sittings of the Committee meetings or, if they are unable to preside, the member of the Committee who takes administrative precedence over all other members of the Committee present at the sitting shall preside.
- (b) Committee meetings shall be open to individuals invited by the Finance Committee or by the discretion of the Chairperson
 - (i) The Committee shall have the right to make the motion to appeal against the decision of the chair as dictated in Robert's Rules of Order.
- (c) All decisions regarding the budget, appropriations of funds, transfer of funds, reclamation, committee resolution, senate legislations, or nomination shall be made at the Committee meeting, with the decision noted on the minutes for that Committee meeting and made publicly available.
- (d) Upon the approval of previous meeting's minutes, the Committee shall publish the 4 approved minutes on official Student Government Association communication channels within forty-eight (48) hours."

Section 53006. Quorums

- (a) A majority of the members of the Committee, including the Committee Chairperson or the Committee Vice Chairperson, shall constitute a quorum. No business shall be transacted, and no measure or recommendation shall be reported unless a quorum is present.
- (b) For general hearings, the Committee shall comply with the requirement under [Section 53104](#) of this Part of the Bylaws.

Section 53007. Conflict of Interest

- (a) Members and staff of the Committee shall submit a written statement to the Committee Chairperson state which student organization they have conflict of interest under [Section 53501](#) of this Part of the Bylaws. The Committee Chairperson shall also provide such statement to all Committee members and staff.
- (b) Committee Chairperson shall be responsible providing standardized statement to Committee members.

Section 53008. Rules of Procedure; Glossary of Terms

- (a) The Committee shall frame rules and define financial terms for carrying out its functions, including the procedures for deliberating an application in the Committee, assigning money to student organizations, the format of hearings, scheduling of meetings and deliberations, and format of decisions and opinions by a two-thirds (2/3) majority of its currently serving members.

Section 53009. Appointment of the Committee

- (a) The Committee shall appoint a controller to—
 - (i) Plan, direct, and coordinate all accounting operational functions;
 - (ii) Maintain and enforce a documented system of accounting policies and procedures;
 - (iii) Coordinate and prepare financial statements;
 - (iv) Assess current accounting operations, offer recommendations for improvement and implement new processes;
 - (v) Evaluate accounting and internal control systems; and

- (vi) Execute other tasks assigned by the Committee Chairperson.
- (b) The Committee may provide for the appointment of other staff as may be necessary to discharge its duties and functions.
- (c) The Committee shall announce the appointment, and change in status, of any Committee staff appointed pursuant to this section by committee resolutions.
- (d) No staff currently serving pursuant to this subsection shall discharge any legislative function or duty assigned to a member of the Committee by these Bylaws or the Constitution.
- (e) Prior to taking up the duties and responsibilities as an staff of the Committee, an individual appointed to serve as an officer of the Committee shall, at a Committee meeting, be administered the following oath: “I, (name), do solemnly swear (or affirm) that I will perform the duties incumbent upon me as an officer of the Committee on Financial Services and Allocations at Student Government Association Senate in all loyalty, discretion and good conscience, and that I will faithfully observe all the provisions of Student Government Association governing documents and rules of the Committee.”

Chapter 531. General Finance Committee Hearing

Section 53101. In General

- (a) Under this chapter—
 - (i) “Hearing” shall mean a meeting or session of the Committee to obtain information and opinions on proposed legislation, evaluate or oversee Student Government Association Fund activities or implementation of this Part of the Bylaws, or provide testimony and data about topics of interest.
 - (ii) “Presiding officer” shall mean the presiding officer of a hearing session.
- (b) In general, this chapter govern the procedure in general hearings before the Committee.

Section 53102. Notification

- (a) The Committee Chairperson shall make a public announcement of the date, place, and subject matter of any Committee hearing at least one calendar week before the hearing, beginning with the day in which the announcement is made and ending the day preceding the scheduled hearing.
- (b) The Committee Chairperson shall suspend [Section 53102\(a\)](#) only if the Committee determines there is good cause to begin the hearing sooner by a simple majority vote of a quorum defined under [Section 53104](#).
- (c) In case of a good cause waiver, the hearing announcement shall be published as soon as possible.

Section 53103. Open Hearings

- (a) Each hearing conducted by the Committee shall be open to the public except when the Committee, in open session and with a quorum present, determines by a simple majority that all or part of the remainder of that hearing on that day shall be closed to the public.
- (b) Hearings shall be closed to the public because disclosure would—
 - (i) defame, degrade or incriminate any person; or
 - (ii) compromise confidential information, including, but not limited to—
 - (1) Documents contain personal information;
 - (2) Documents or records are classified as confidential;
 - (3) Confidential financial records;
 - (4) Disciplinary records, notes, and materials; and

(5) Any other documents or records contain confidential information.

- (c) Whenever it is asserted that upcoming testimony would classify under subsection (b) of this section, the hearing shall be moved into executive session with a simple majority of the Committee members present.

Section 53104. Hearing Quorum Requirements

- (a) For taking testimony or receiving evidence the quorum shall be three (3) members of the Committee, including the Chairperson or the Vice Chairperson.
- (b) For waiving the hearing notice requirement or moving into executive session, the quorum shall be one-third (1/3) members of the Committee, including the Chairperson or the Vice Chairperson.

Section 53105. Witnesses

- (a) Each witness who is to appear before the Committee, insofar as is practicable, shall file in advance of such appearance, a written statement of the proposed testimony and shall limit the oral presentation at such appearance to a brief summary.
- (b) Each witness shall submit the written statement of the proposed testimony at least twenty-four (24) hours before the hearing starts.
- (i) If the witness fails to comply with this section, they shall have the right to speak in the hearings, but there can be objections to the inclusion of written statement in the hearing record.

Section 53106. Questioning Witnesses

- (a) Each Committee member is entitled to five minutes of questioning for each witness or each panel of witnesses.
- (b) The presiding officer may extend the questioning time for a member of the Committee up to twenty minutes.

Section 53107. Recess and Adjournment

- (a) The presiding officer may recess or adjourn the hearing if there is no objection from Committee member on the floor.
- (b) If an objection is heard, a non-debatable motion to adjourn must be passed by a simple majority of Committee members present in order to do so.

Chapter 532. Public Information

Section 53201. Available Public Information

- (a) Student Government Association shall make available to the public information as listed under this section.
- (b) Student Government Association, to the maximum extent feasible, shall state and publish in the Student Government Association communication channels—
- (i) Descriptions of the agency and the location of the office;
- (ii) The method the public may obtain information or make submittals or requests;
- (iii) Statements of the general course and method by which its functions are channeled and determined;
- (iv) Rules of procedure, and descriptions and instructions of forms available;
- (v) Statement of general policy or interpretations of policies or rules adopted by the agency;
- (vi) Any amendment, revision, or repeal of the foregoing.

Section 53202. Access to the Records

- (a) The Committee Chairperson and Treasurer shall promulgate regulations to provide for

public inspection of public Student Government Association financial records.

- (b) Access to confidential testimony and information shall be limited to members of the Committee, Committee staff, and Treasurer.
- (c) To the maximum extent feasible, the Committee and Treasurer shall make their publications available in electronic form.

Section 53203. Approval and Public Distribution

- (a) All reports produced by the Student Government Association shall include the disclaimer listed under the Appendix.
- (b) All Committee materials prepared for public distribution shall be approved by the Committee prior to any distribution unless such print or other material shows clearly on its face that the Committee has not approved it.
- (c) All Treasurer materials prepared for public distribution shall be approved by the Treasurer prior to any distribution unless such print or other material shows clearly on its face that the Treasurer has not approved it.

Section 53204. Co-Sponsorship Live Tracker

- (a) The Committee shall be responsible to update a live tracker containing—
 - (i) The status of each supplemental allocation application;
 - (ii) The date of submission of each supplemental allocation application;
 - (iii) The name of the student organization filed the supplemental allocation application;
 - (iv) The title of each supplemental allocation;
 - (v) The amount of funding requested by the student organization;
 - (vi) The date the Committee reviewed the supplemental allocation application; and
 - (vii) The adjusted total the Committee decides to allocation.
- (b) The Committee shall update the Co-Sponsorship Live Tracker—
 - (i) Twenty-four (24) hours before a regular committee meeting; and
 - (ii) Within three (3) business day after an application has been reviewed.

Section 53205. Category Transfer Live Tracker

- (a) The Committee shall be responsible to update a live tracker containing—
 - (i) The status of each category transfer application;
 - (ii) The date of submission of each category transfer application;
 - (iii) The name of the student organization filed the category transfer application;
 - (iv) Items the student organization applies to transfer money between;
 - (v) The date the Committee reviewed the category transfer application; and
 - (vi) The adjusted total the Treasurer decides to transfer.

Section 53206. Semiannual General Allocation Report

- (a) The Committee shall compose a report containing—
 - (i) An introduction or statement prepared by the Committee Chairperson;
 - (ii) The funds available for the current round of general allocation;
 - (iii) The total amount of fund requested by all student organizations except club sports teams;
 - (iv) The proposed total for the current general allocations;
 - (v) Allocations to each student organization except club sports teams;
 - (vi) Allocations to each category except club sports teams;

- (vii) The funds available for club sports teams;
- (viii) Allocations to each club sport team;
- (ix) Allocations to each category for each club sport team; and
- (x) The reallocation of remaining Student Body Funds designated as general allocation fund.

(b) Semiannual general allocation report shall be published within one (1) calendar month after the President certify the bill on the general allocations.

Section 53207. Senate Supplemental Allocation Report

- (a) The Committee shall compose a report containing—
 - (i) An introduction or statement prepared by the Committee Chairperson;
 - (ii) The summary of the funds available for co-sponsorship;
 - (iii) The status of each supplemental allocation application;
 - (iv) The date of submission of each supplemental allocation application;
 - (v) The name of the student organization filed the supplemental allocation application;
 - (vi) The title of each supplemental allocation;
 - (vii) The amount of funding requested by the student organization;
 - (viii) The date the Committee reviewed the supplemental allocation application; and
 - (ix) The adjusted total the Committee decides to allocation.

(b) Senate supplemental allocation report shall be published at each senate meeting.

Section 53208. Supplemental Allocation Report

- (a) The Committee shall compose a report containing—
 - (i) An introduction or statement prepared by the Committee Chairperson;
 - (ii) The summary of the funds available for co-sponsorship;
 - (iii) The status of each supplemental allocation application;
 - (iv) The date of submission of each supplemental allocation application;
 - (v) The name of the student organization filed the supplemental allocation application;
 - (vi) The title of each supplemental allocation;
 - (vii) The amount of funding requested by the student organization;
 - (viii) The date the Committee reviewed the supplemental allocation application;
 - (ix) The adjusted total the Committee decides to allocation; and
 - (x) The allocations to each category.

(b) Senate supplemental allocation report shall be published before January 30 of each fiscal year and September 30 of next fiscal year.

Section 53209. Year-End Report

- (a) The Committee and Treasurer shall compose a report containing—
 - (i) An introduction or statement prepared by the Committee Chairperson;
 - (ii) The budget of student body fund;
 - (iii) Report on each semiannual general allocation;
 - (iv) Report on supplemental allocations;
 - (v) Report on re-allocation of Student Government Association Funds of each graduate umbrella student organization; and
 - (vi) Report on Student Government Association operational budget.
- (b) The Year-End Report for each fiscal year shall be published by the end of February of the next fiscal year.

Chapter 533. Reserve Fund

Section 53301. Source of Reserve Fund

- (a) Any unspent Student Body Funds, regardless of the account it may be, shall be deposited to the Reserve Fund.
- (b) Any unspent Student Government Association Funds in the student organization's budget account shall be deposited to the Reserve Fund.

Section 53302. Submission of Proposed Bill to the Senate

- (a) The Senate shall consider and act on the use of the Reserve Fund proposed by the Committee as a bill on the use of the Reserve Fund.
- (b) The Committee Chairperson shall sponsor the bill on the use of the Reserve Fund.
- (c) The Committee shall compose a bill on the use of Reserve Fund—
 - (i) The funds available in Supplemental Allocation Fund;
 - (ii) The total amount of Reserve Fund to use;
 - (iii) Proper authorization of disbursement; and
 - (iv) Proper language stating the right of the Student Government Association to reclaim and audit.

Section 53303. Consideration and Adoption of the Bill on the Use of Reserve Fund

- (a) All modifications to the bill on the use of Reserve Fund must be done by motions to amend the bill.
- (b) The amendment to the bill on the use of the Reserve Fund shall follow the parliamentary procedures adopted by the Senate.
- (c) The Senate shall adopt the bill on the general allocations by a two-third (2/3) majority of current senators.
- (d) The President may certify the bill on the general allocation under the procedure adopted by the Student Government Association.

Chapter 534. Student Government Association Fee Rate and Collection

Section 53401. Student Government Association Fee Rate

- (a) All main campus students are charged a Student Government Association Fee which is based on their registration.
- (b) A student subject to paying Student Government Association Fee under paragraph (a) shall pay three dollars per credit, to a maximum of fifteen (15) credits per semester.
- (c) The Student Government Association shall collect Student Government Association Fee through the University.

Chapter 535. Participants

Section 53501. Disqualification from Proceedings and Recusal

- (a) No member of the Student Government Association shall participate in the presenting, questioning, debating, or voting of any finance-related matter in which the ability to remain unbiased and impartial is impaired.
- (b) Members of the Student Government Association shall not participate in the business of presenting, questioning, debating, or voting of any finance-related matter regarding a student organization when brought for consideration in which they are—
 - (i) currently or has previously been a member of that student organization;

- (ii) currently or has previously been an officer of a student organization that belongs to the same umbrella organization with that student organization; or
- (iii) other situations fall under subparagraph (1) of this section.
- (c) Any member of the Student Government Association shall recuse themselves from any proceeding qualifying under the above provisions of this subsection or in any proceeding in which their impartiality might reasonably be questioned.
- (d) The provisions described under this section shall not apply when the business is —
 - (i) Debating or voting on business regarding the finances of the Student Government Association;
 - (ii) Consideration and adoption of a special resolution on the budget;
 - (iii) Consideration and adoption of a bill on the general allocations; or
 - (1) This subsection applies when voting on amending the amount a student organization receives in general allocations.
 - (iv) Consideration and adoption of a bill on the use of reserved funds.
- (e) Any doubt on the interpretation of any provision in this section shall be settled by the discretion of the Committee Chairperson.

Chapter 536. Student Government Association Audit Office

Section 53601. In General

- (a) With a vision to strengthen and maintain the fiscal discipline of the Student Government Association, improve the efficiency in the use of funds, and promote transparency and accountability of the Student Government Association, there is established an instrumentality of the Student Government Association independent of any branches to be known as the Student Government Association Audit Office (hereinafter in this chapter referred to as the “Office”).
- (b) The Office shall be headed by the Comptroller and Auditor General (hereinafter in this chapter referred to as the “CAG”), who shall have a Deputy CAG to perform such duties as may be assigned to them by the CAG and, during the absence, incapacity, or vacancy in the office of the CAG or during a vacancy in that office, shall act as CAG.
- (c) Any individual serving in the Office shall not hold any Student Government Association position outside of the Office but may be nominated and appointed to university bodies.

Section 53602. Appointment of CAG and Deputy CAG

- (a) The CAG and the Deputy CAG of the Office are appointed by the President, by and with the advice and consent of the Senate.
- (b) When a vacancy occurs in the office of the CAG or the Deputy CAG, the Committee on Governance and Nominations shall recommend individuals to the President for appointment to the vacant office within two (2) calendar weeks.
 - (i) The Committee on Governance and Nominations shall recommend at least two (2) individuals.
- (c) Members of the Office shall be eligible to serve during the same term as Student Government Association Senators. Any individual appointed to the Office to fill a vacancy prior to the expiration of a term shall serve only for the unexpired portion of that term. The Comptroller and the Deputy Comptroller shall serve for a maximum of two (2) terms. Notwithstanding the previous sentence, an individual serving as CAG at the expiration of a

term may continue to serve until the successor is appointed, but not later than October 1 of the academic year following the end of their second term.

- (d) The CAG or the Deputy CAG shall only be removed by the Student Government Association's impeachment process or by the expiration of their term as provided in (c).
- (e) The CAG or the Deputy CAG, and any inferior officers must submit a conflict of interest statement to the Senate and the President within one (1) calendar month after their appointment, and such statement shall be publicly available.
 - (i) Disclosed conflicts must include, but shall not be limited to: reports prepared by the officer subject to audit or review by the Office, policies implemented by the officer subject to audit by the Office, prior student leadership positions held by the officer, or any other situation which could reasonably create an impression of biased work on the part of the officer.

Section 53603. Office Personnel

- (a) All personnel of the Office shall be appointed solely on the basis of their fitness to perform their duties.
- (b) The CAG may prescribe the duties and responsibilities of the personnel of the Office and delegate to them authority to perform any of the duties, powers, and functions imposed on the Office or on the CAG.
- (c) The CAG shall publicly announce such appointment at the upcoming Full Senate Meeting after the appointment.
- (d) Individuals serving at the Office must submit a conflict of interest statement to the CAG within one (1) calendar month after their appointment, and such statement shall be publicly available.

Section 53604. General Duties and Powers

- (a) Except as required by law and as provided below, the following duties shall be executed without interference from any SA member. The CAG shall—
 - (i) Investigate and report on the financial state of the SA for current and prior years, or the predicted financial state of the SA for future years, including, but not limited to,
 - (1) SA receipts and outlays,
 - (2) Money owed to and by the SA,
 - (3) Money at the disposal of the SA,
 - (4) the accuracy of the previous fiscal year's financial records of the Executive Branch and the Legislative Branch.and have the power to tender recommendations to the SA regarding the same;
 - (ii) Present to the SA Senate at least one report described in (1) of this subsection in each school year;
 - (iii) Appoint or remove such inferior officers as the CAG finds to be necessary and proper and notify the SA Senate of such appointments or removal;
 - (iv) Upon receipt of an adopted SA special resolution by a two-thirds majority of Senators present, produce a report ordered by the resolution as specified therein.

Unless otherwise specified in the special resolution, the Auditor shall present the report to the SA Senate no later than 45 calendar days following the receipt of the report. Notwithstanding the special resolution, the Auditor shall have a minimum of 15 calendar days in which to produce the report;

- (v) Upon request by the Chair of an SGA Senate Committee, Student Court Justice, President, Vice President, or Executive Cabinet Member, have the power to assess policies, review performance and recommend internal safeguards or policy changes for their respective committees, offices, etc.;
- (vi) Upon request by any Committee of the Senate, conduct a confidential investigation of alleged misconduct or dereliction of duty by a member of the SA. The CAG shall have the power to appoint an inferior officer for the purposes of such an investigation. The CAG shall not disclose the allegations or information uncovered pursuant to such an investigation except as reasonably required to law enforcement, Title IX, the Student Conduct, the Student Court, the SA Senate, or the member that requested the investigation. The CAG shall have the power to conduct such an investigation upon the request of any student, subject to the same constraints on disclosure;
- (vii) Publish its studies and reports and maintain them via SA platforms;
- (viii) Properly maintain all records and documents of the Office within SA files;
- (ix) Archive previous years' records of the Office at the GW Library System and such other locations as are appropriate;
- (x) Prescribe internal rules necessary and proper to carry out the duties and powers of the CAG;
- (xi) Provide standards for internal controls, financial reporting, financial audits, and other types of Student Government Association audits;
 - (1) The published standards shall be subject to review by the CAG every three (3) years;
 - (2) The CAG shall report to the Senate on any changes in standards for internal controls, financial reporting, financial audits, and other types of Student Government Association audits under (11) of this subsection fifteen (15) calendar days before the implementation;
- (xii) Except as provided above, have the power to report directly to the Chair of an SGA Senate Committee, a Student Court Justice, the President, Vice President, or an Executive Cabinet Member regarding any matter;
- (xiii) Have the power to request information, data, estimates, statistics, and explanations from any member of the SA except members of the Judicial Branch;
- (xiv) Have the power to request a subpoena be issued by any relevant SA authority to aid the CAG in any pending investigation.

Part VI. Resource Groups

Chapter 601. In General

Section 60301. Establishment

- (a) A resource group is a subsidiary structure that can be established anytime throughout the Senate term for the purpose of advocacy on a certain issue purpose of advocacy on a certain issue or as representation and advocacy of a group of people who share the same interests and identity.
- (b) A group of at least three (3) members of the Student Government Association including have the ability to form resource groups at any time that will exist during that academic school year.
 - (i) Members shall register the creation of these resource groups with the Chairperson and the Vice Chairperson of the Diversity and Inclusion Assembly.
 - (ii) Resource groups must operate under the jurisdiction of the Diversity and Inclusion Assembly.

Section 60302. Function

Section 60301. Membership

- (a) Resource group membership is open to all enrolled students at The George Washington University upon approval of both the Chairperson and the Vice Chairperson of the Diversity and Inclusion Assembly.
 - (i) Additional members to the group may be added through consent from the Chairperson of the Diversity and Inclusion Assembly and the leadership of that Resource Group.

Section 60302. Duties and Responsibilities

- (a) Each resource group shall—
 - (i) promote, discuss, and provide recommendations on the issues revolving around the purpose of the respective resource group;
 - (ii) act in accordance with the Student Code of Conduct; and
 - (iii) support the members of the University community.

Section 60303. Powers

- (a) Each resource group may—
 - (i) elect a Chairperson and Vice Chairperson from their group membership;
 - (ii) create, maintain, and carry out a guiding charter or a form of operating document that outlines the purpose and the operations of the resource group;
 - (iii) report updates to the Diversity and Inclusion Assembly on their meetings and group activities as necessary;
 - (iv) consider any policy proposals or actions related to the group's purpose while advocating for other matters at the University when necessary;
 - (v) endorse legislation regarding different issues concerning the group;
 - (vi) meet with administrators, student leaders, and organizations regarding recommendations on policy ideas for their respective group;
 - (vii) host and co-sponsor events to uplift, support, educate, or converse with the Student Body, faculty, external organizations, and other resource groups on behalf of the DIA;
 - (viii) create a cohesive list of planned initiatives for each academic semester to be formed

- at the beginning of the semester and reevaluated at the end of the semester, detailing events and legislation proposals;
- (ix) release a detailed presentation of all findings, initiatives, events, and all other ongoing aspects of the group; and
- (x) hold town halls each academic year.

Section 60304. Meetings

- (a) Resource group meetings may be open to the public upon approval of the leadership 14 of the resource group.
 - (i) Resource groups may not restrict members of the group from participating in their 16 meetings.
 - (ii) Resource group members must respect the privacy of other group.

Chapter 60306. Dissolution

- (a) The Diversity and Inclusion Assembly has the right to dissolve a resource group only 20 if it is found in violation of the aforementioned responsibilities by a two-thirds (2/3rds) vote of the Assembly.
- (b) Before dissolving a resource group, the Diversity and Inclusion Assembly shall—
 - (i) present evidence that the resource group is not following the aforementioned 24 regulations;
 - (ii) submit a formal notice to the Chairperson and Vice-Chairperson of the resource group;
 - (iii) provide a deadline for the group to resolve the violations and ensure compliance; and
 - (iv) conduct a hearing before the Diversity and Inclusion Assembly and prove the charges against the current leadership.
- (c) A resource group can also be dissolved through a two-thirds (2/3) vote of the members present in the Diversity and Inclusion Assembly through a DIA Resolution if—
 - (i) the members in that group voted by unanimous consent to dissolve the resource group; or
 - (ii) no members enrolled in that group for more than three (3) months.
- (d) Any DIA Resolution on the dissolution of a resource group shall specify the reason for the dissolution.
- (e) Upon dissolution of the resource group, all records shall become the records of the Diversity and Inclusion Assembly.

Part VII. Joint Elections Commission

Chapter 701. Charter of the Joint Elections Commission

Article I: Name and Purpose

Section 1: Name

- (a) The name of the independent regulatory agency overseeing elections shall be the Joint Elections Commission, hereinafter referred to as the "JEC."

Section 2: Purpose

- (a) There hereby be established a Joint Elections Commission, an independent regulatory agency, pursuant to in Article XI of the Constitution of the Student Government Association.

Article II: Structure and Governance

Section 1: Composition

- (a) The Composition of the JEC shall consist of an Executive Branch, hereinafter the “Executive Commission”, Policy Branch, hereinafter the “Policy Commission”, and a Judicial Branch, hereinafter “Judicial Commission”.

Section 2: Eligibility

- (a) All enrolled students of The George Washington University are eligible to serve as members of the JEC, except no person is eligible who—
- (i) is registered as a candidate for any office in the student body elections to be administered by the Commission;
 - (ii) will be engaged in a program of study abroad during the elections;
 - (iii) is being held under either academic or disciplinary probation by the University; or
 - (iv) as holding an office or position within the Student Government Association during the elections.

Section 3: Executive Commission

1. Selection of Members

- a. The President of the Student Government Association shall, with the advice and consent of the Student Government Association Senate, appoint the Chairperson and Vice Chairperson of the Executive Commission.
- b. Executive Commission
 - i. Chairperson
 1. The President shall appoint the Chairperson with the advice and consent of the Senate.
 2. The President shall appoint the Chairperson in the Spring semester, following the general student body elections, serving for the elections cycle of the following year.
 3. If the President must appoint the Chairperson by the first calendar day of October of the year prior to the student body elections that the Chairperson will oversee.
 - ii. Vice Chairperson
 1. The President shall appoint the Vice Chairperson with the advice and consent of the Senate.
 - iii. Office of Oversight and Accountability
 1. The Executive Commission of the Joint Elections Commission shall appoint, with a two thirds majority vote of sitting commissioners the Joint Elections Commission sitting in Joint Session, members of the Office of Oversight and Accountability.
 2. The Office of Oversight and Accountability shall consist of —
 - a. a JEC Counsel, and;
 - b. a Chief Investigator.
 3. The JEC Counsel and the Chief Investigator may retain Assistant Counsel and Assistant Investigators with the consent of the Executive Commission.
 4. The Executive Commission shall endeavor to appoint all members

of the Office of Oversight and Accountability by the first day of February of the Spring Semester of a given election season.

- c. Members of the Executive Commission shall continue to serve on the Executive Commission until such time as they resign, are removed under this section, or at the termination of the election cycle. Vacancies must be filled according to the procedures located herein.
- d. Members of the Executive Commission may be removed after being duly impeached under Article XV of the Constitution if a two-thirds (2/3rds) majority of the voting membership of the Student Government Association Senate votes finds them guilty of the conduct charged in the articles of impeachment.

2. Duties

a. Chairperson

- i. The duties and responsibilities of the Chairperson include—
 - 1. assisting the Student Government Association in their nomination processes of the General Membership for the Commission;
 - 2. acting as Chairperson during all meetings of the Executive Commission;
 - 3. acting as Chairperson of all meetings of the Policy Commission;
 - 4. acting as Chairperson of meetings of the Judicial Commission in which violations are being heard, adjudicated, or deliberated;
 - 5. organizing all meetings of the Executive Commission, Policy Commission, Judicial Commission, and joint meetings of all three commission which shall compel all members to sit in Joint Session;
 - 6. coordinating the tabulation of votes;
 - 7. being responsible for communication with media outlets and the press;
 - 8. assisting the General Membership in the administrative functioning of the Commission;
 - 9. serving as the Commission's primary contact for the Student Government Association; and
 - 10. breaking all ties in Policy and Judicial Commission votes, as well as all ties in the votes of the Joint Elections Commission meeting in Joint Session.

b. Vice Chairperson

- i. The duties and responsibilities of the Vice Commissioner include—
 - 1. assisting the Chair in communication with the candidates;
 - 2. assisting the Chair and Policy Commission members in the performance of their responsibilities;
 - 3. assisting the Chair and Judicial Commission members in the performance of their responsibilities;
 - 4. scheduling space for all Commission events;
 - 5. in the absence of the Chairperson, acting as Chair during meetings of the Commissions, and;
 - 6. making available a transition guide for the succeeding Joint Elections Commission.

- c. Office of Oversight and Accountability
 - i. JEC Counsel
 - 1. The JEC Counsel shall be the chief legal officer and chief compliance officer of the Commission.
 - 2. The duties and responsibilities of the JEC Counsel include —
 - a. appearing on behalf of the Commission in all civil actions, arguments and proceedings before the Student Court which concern the Commission's function;
 - b. appearing on behalf of the Commission in all appeals, arguments and proceedings before the Student Court which arise out of penalties, expulsions, convictions, and any other relevant orders issued by the Judicial Commission;
 - c. Monitoring the conduct of the Administrative Branch for compliance with this Charter, Bylaws adopted thereunder, The Student Government Association Governing Documents, Student Code of Conduct, or The George Washington University Guide to Student Rights and Responsibilities;
 - d. Supervising the conduct of assistant counsel
 - ii. The Chief Investigator
 - 1. The Chief Investigator shall be the chief accountability officer of the Joint Elections Commission.
 - 2. The duties and responsibilities of the Chief Investigator include—
 - a. The prosecution, through action before the Judicial Commission, of any and all individuals indicted for violations of the charter, bylaws, and rules of the Joint Elections Commission.
 - b. being of counsel to the Policy Commission on the issuance of indictments.

Section 4: Policy Commission

- 1. Selection of Members
 - a. The Policy Commission shall consist of a—
 - i. Finance Commissioner;
 - ii. Administrative Commissioner;
 - iii. Communications Commissioner.
 - b. The Chairperson and Vice Chairperson of the Executive Commission shall sit on the Policy Commission *ex officio* and retain all voting privileges belonging to a member of the Policy Commission but shall not vote or participate in the issuance of an indictment of a candidate for violations as defined by applicable law.
 - c. The President shall, with the advice and consent of the Senate, appoint all members of the Policy Commission.
 - d. Members of the Policy Commission shall continue to serve on the Executive Commission until such time as they resign, are removed under this section, or at the termination of the election cycle. Vacancies must be filled according to the procedures located herein.
 - e. Members of the Policy Commission may be removed after being duly impeached under Article XV of the Constitution if a two-thirds (2/3rds) majority of the voting

membership of the Student Government Association Senate votes finds them guilty of the conduct charged in the articles of impeachment.

f.

2. Duties

a. Finance Commissioner

- i. The duties and responsibilities of the Finance Commissioner include—
1. regulating the expenditures of all candidate campaigns;
 2. collaborating with all relevant Commissioners to properly inform candidates of expectations and possible campaign violations in regards to finances;
 3. preparing and submitting budgets and co-sponsorships to the Financial Services and Allocations Committee of the Student Government Association;
 4. being responsible for all of the Commission's financial affairs.
 5. serving as direct liaison to the Chief Investigator;
 6. inform candidates of expectations and possible campaign violations;
 7. ensuring candidates access to Commission resources, including candidate access to sponsored printing; and
 8. reviewing and approving all campaign material.

b. Administrative Commissioner

- i. The duties and responsibilities of the Administrative Commissioner include—
1. taking minutes at all Policy Commission meetings, and meetings of the Joint Elections Commission sitting in Joint Session;
 2. compiling the Election Manual for candidates;
 3. updating and maintaining appropriate social media and the Commission website; and
 4. ensuring the Commission's compliance with this Part of the Bylaws.

c. Communications Commissioner

- i. The duties and responsibilities of the Communications Commissioner include—
1. executing all outreach efforts for the Joint Elections Commission operations prior to the candidate registration period, including—
 - a. on-campus tabling;
 - b. elections advertisement to campus newsletters, student organizations, graduate programs, etc.; and
 - c. candidate information sessions;
 2. updating and maintaining appropriate social media and the Commission website; and
 3. assisting in the coordination and promotion of election events during the campaign period.

Section 5: Judicial Commission

(a) Composition

- (i) The total membership of the Judicial Commission includes three (3) Judicial

Commissioners.

- (ii) The Chairperson and Vice Chairperson of the Executive Commission shall sit on the Policy Commission *ex officio* and retain all voting privileges belonging to a member of the Judicial Commission.

(b) Appointment

- (i) Members of the Judicial Commission are to be selected, and their membership maintained, as follows:
 - (1) The President of the Student Government Association shall nominate all candidates for the Judicial Commission positions based solely on a determination of competency and merit.
 - (2) Each nominee to the Judicial Commission must be confirmed by a two-thirds (2/3rds) approval of a voting quorum of the Student Government Association Senate.
 - (3) Members of the Judicial Commission shall continue to serve on the Judicial Commission until such time as they resign, are removed under this section, or at the termination of the election cycle. Vacancies must be filled according to the procedures located herein.
 - (4) Members of the Judicial Commission may be removed after being duly impeached under Article XV of the Constitution if a two-thirds (2/3rds) majority of the voting membership of the Student Government Association Senate votes finds them guilty of the conduct charged in the articles of impeachment.

Section 6: Conduct

- (a) Given the nature of the Joint Elections Commission, all members are to be held to a high standard of conduct.
 - (i) The JEC members may not be affiliated with or in any way support any candidate's campaign, directly or indirectly, except by exercising their individual right to vote.
 - (ii) The JEC members may not be involved in student organization endorsement hearings during the student body elections to be administered by the JEC.
 - (iii) All members of the JEC shall represent this Charter, Bylaws adopted thereunder, and facts of any matter pertaining to the Commission to both the Commission and the public accurately and fairly.
 - (iv) Commission members shall faithfully execute their roles as outlined in this Charter and to the standard a reasonable person would expect of someone in such a position.

Section 7: Impeachment

- (a) Failure to fulfill the duties or responsibilities as outlined in this Charter constitutes grounds for impeachment.
- (b) Impeachment from the Commission must follow the disciplinary procedures outlined in the Governing Documents of the Student Government Association including Article XV of the Constitution of the Student Government Association.

Article III: Powers and Responsibilities

Section 1: The Policy Commission

- (a) The Policy Commission shall—
 - (i) publicize all elections, referendums, and recall votes;

- (ii) distribute all petitions;
 - (iii) certify all valid petitions;
 - (iv) certify all candidates for office;
 - (v) notify candidates of their certification;
 - (vi) conduct and certify referendums, elections and recall votes;
 - (vii) establish campaign rules;
 - (viii) hear and act upon election complaints and violations;
 - (ix) report to the Senate on actions of the Joint Elections Committee; and
 - (x) promulgate rules and regulations consistent with this Charter and Bylaws of the Joint Elections Commission and Article XI. Section 9 (a)(b)(c)(d)(e)(f) of the Constitution of the Student Government Association.
- (b) Requirements to Meet
- (i) The Policy Commission shall—
 - (1) conduct, at a minimum, four (4) public meetings before the start of the elections season;
 - (2) hold regular office hours throughout the elections timeline that are publicized on the website; and
 - (3) Forward any recommendations to the Student Government Association at the end of the election cycle regarding any rulings, rule changes, or regulation when applicable that may require reform of this Charter or Bylaws.
- (c) Rules and Regulations
- (i) Only the members of the Policy Commission, or authorized agent thereof appointed by the President with the advice and consent of the senate may author and vote on the adoption of rules and regulations.
 - (ii) The Administrative Commission may seek the advice of the JEC Counsel in the preparation of rules or regulations.
 - (iii) No members of the Judicial Commission shall participate in the authoring, preparation, approval, and promulgation of any rules or regulations and must excuse themselves from any meeting which concerns any rule or regulation being promulgated.
- (d) Regulatory Authority
- (i) Delegation
 - (1) The Policy Commission has the authority, by order or by rule, to delegate any of its functions to a division of the Policy Commission, to an individual member of the Commission, or to a member of the Office of Oversight and Accountability.
- (e) Enforcement
- (i) It shall be the primary duty and function of the Chief Investigator to act as standing counsel to the Policy Commission in the enforcement of matters within their jurisdictions
 - (ii) The Chief Investigator shall—
 - (1) promote the compliance of all individuals, both Policy Commissioners members and candidates, with this Part of the Bylaws and any rule changes or regulation when applicable;
 - (2) investigate complaints and alleged violations of this Part of the Bylaws and any additional rules;
 - (3) present complaints during Policy Commission probable cause hearings;

- (4) prosecute candidates during violation proceedings before the Judicial Commission;
 - (5) advise the Commission on legal issues; and
 - (6) perform any other functions or duties as are requested by the Commission in relation to their position as Chief Investigator.
 - (iii) The Chief Investigator shall investigate all allegations made in any officially filed complaint, following a finding of probable cause by the Policy Commission.
 - (iv) In the course of such an investigation, both the Policy Commission and the Chief Investigator have the power to—
 - (1) require by written order that any candidate, or authorized agent thereof, give, testimony regarding any matter in the form of a deposition or sworn statement; and
 - (2) require by order that any candidate, or authorized agent thereof, furnish any records, reports, forms, documents or other evidence as may be requested.
- (f) Indictment
 - (i) The Policy Commission shall investigate all allegations of violations of this charter, the bylaws adopted thereunder, and applicable rules, committed by any registered or non registered candidate.
 - (ii) The Policy Commission shall, upon a finding of probable cause, draft an indictment which they shall serve upon the candidate against whom it is levied.
 - (iii) The Policy Commission shall consider probable cause in a hearing attended by the Policy Commissioners and the Chief Investigator which must not include the Chairperson and Vice Chairperson.
 - (iv) The Policy Commission shall render an indictment of a candidate only when there is sufficient evidence to establish a reasonable likelihood of success in proving each and every element of the violation provided below beyond a reasonable doubt.
 - (v) The Policy Commission shall render an indictment with a majority vote of the Policy Commissioners, not including the Chairperson and Vice Chairperson
 - (vi) Following the Indictment the Policy Commission shall—
 - (1) serve the indictment upon the candidate against whom it is levied;
 - (2) direct the Chief Investigator to immediately present the indictment to the Judicial Commission and initiate violations proceedings in accordance with this charter and the bylaws adopted thereunder, and;
 - (3) provide to the Judicial Commission a full audio transcription of the probable cause hearing and all records and documents related to it.

Section 2: The Judicial Commission

- (a) In General
 - (i) The Judicial Commission shall exercise its powers in accordance with this Charter and Bylaws adopted thereunder.
- (b) Jurisdiction
 - (i) The Judicial Commission shall have the jurisdiction to hear and adjudicate—
 - (1) indictments issued by the Policy Commission and presented by the Chief Investigator.

(c) Hearings

- (i) Hearings before the Judicial Commission shall be conducted in a fair and impartial manner.
- (ii) The Judicial Commission shall generally adjudicate disputes according to the following stages:
 - (1) Initiation of a case;
 - (2) Initial consideration by the Judicial Commission;
 - (3) Preliminary hearings;
 - (4) Full hearings;
 - (5) Final judgment, or review of final judgment.
- (iii) Notwithstanding the forgoing the Judicial Commission shall not be precluded from waiving or consolidating stages in order to expedite proceedings beyond the procedures set forth by the Judicial Commission, so long as the guarantee of due process is not violated.
- (iv) The Judicial Commission shall indicate on the JEC website the progress of a case before the Judicial Commission.
- (v) The Judicial Commission may adopt procedures for the presentation of evidence, submission of written material, and oral arguments.

(d) Standard of Review

- (i) In considering disputes, the Judicial Commission shall focus on matters of fact. Disputes shall be treated as trials of facts and matters of law shall not be adjudicated.

(e) Rulings

- (i) All decisions on issues or questions in a case, shall be decided by a majority of the members of the Judicial Commission.

(f) Appeals

- (i) Decisions of the Judicial Commission may be appealed to the Student Court only when Defendants allege their trial or proceedings violated protected rights of this Charter, Bylaws adopted thereunder, The Student Government Association Governing Documents, Student Code of Conduct, or The George Washington University Guide to Student Rights and Responsibilities.
- (ii) The Student Court must affirm any decision of the Commission unless it is found to be arbitrary and capricious, an abuse of discretion, or otherwise not in accordance with governing law.
- (iii) Appeals shall be filed within two (2) calendar days of the Judicial Commission's decision.

Article IV: Meetings and Quorum

Section 1: Policy Commission Meetings

(a) Calling a Meeting

- (i) A meeting of the Commission may be scheduled either solely by the Chairperson or jointly by a simple majority of the Policy Commission.
- (ii) All Policy Commission meetings and agendas must be open to the public.
- (iii) In order to call a meeting, a notice of the date, time, and tentative location of the meeting must be sent via email at least forty-eight (48) hours prior to the meeting to along with a preliminary agenda to—
 - a) the members and staff officers of the JEC;
 - b) the Student Government Association President;

- c) the Student Government Association Vice President;
- d) the Chief Justice of the Student Court; and
- e) the Student Government Association Senate Chairperson Pro-Tempore.

- (2) Emergency meetings may be called at the discretion of the Chairperson or a simple majority of the Policy Commission.
- (3) Notice of the date, time, and tentative location of the emergency meeting must be sent via email at least eight (8) hours prior to the meeting to—
 - (1) the members and staff officers of the Policy Commission;
 - (2) the members and staff officers of the Judicial Commission;
 - (3) the Student Government Association President;
 - (4) the Student Government Association Vice President;
 - (5) the Chief Justice of the Student Court; and
 - (6) the Student Government Association Senate Chairperson Pro-Tempore.

(b) Agenda

- (i) At the commencement of each meeting, the Chairperson shall propose an agenda for the approval of the Policy Commission.
- (ii) Prior to its approval, the proposed agenda may be amended by a simple majority vote of the Policy Commission.
- (iii) The proposed agenda must be approved by a simple majority vote.
- (iv) After the agenda is approved, any item may be added to the agenda by a simple majority vote of the Policy Commission, but no item may be removed or altered.
- (v) The agenda for each meeting must include the following items—
 - (1) Roll Call;
 - (2) Initial Public Comment;
 - (3) Approval of Agenda; and
 - (4) New Business.

(c) Quorum

- (i) A simple majority of the Policy Commission must be physically or virtually present at a meeting in order to establish quorum.
- (ii) Pursuant to Article XI, Section 9 (d) of the Constitution of the Student Government Association; in the event that all members of the Policy Commission have not been appointed by the President and confirmed with the advice and consent of the Senate, the Policy Commission shall not be prevented from the function of their duties.

(d) Voting

- (i) In any matter to be decided by the Policy Commission, the voting threshold will apply only to those members of the Commission who are present and voting.
- (ii) Unless otherwise specified by the Bylaws, by additional rule, or by governing law, all decisions and actions of the Policy Commission must be approved by a simple majority vote.
- (iii) Members may not be present by proxy.

(e) Minutes

- (i) The Administrative Commissioner, or another member of the Policy Commission in the Administrative Commissioner's absence, shall keep minutes of each meeting.
- (ii) The minutes from a given meeting must be made available according to applicable Bylaws.
- (iii) The minutes for each meeting must include the following items—

- (1) the list of present during roll call;
 - (2) a paraphrased record of all public comments, including the name of the individual making each public comment;
 - (3) a record of all motions made and votes taken; and
 - (4) a record of which member made each motion and seconded each motion, and how each member voted, if a vote was taken.
- (iv) The Policy Commission shall conduct its meetings in public, such that members of the public may attend any time during a meeting, except when the Policy Commission meets for a probable cause hearing.
- (f) Executive Session
- (i) By a simple majority vote, the Policy Commission may enter executive session.
 - (ii) During executive session, only the members of the Commission, along with any individuals specifically designated by a simple majority vote of the Policy Commission, may observe the Policy Commission's proceedings.
 - (iii) No motions, other than procedural motions, may be made during executive session.

Section 2: Judicial Commission Meetings

- (a) Requirement to Meet
- (i) The Judicial Commission shall sit for a term commencing on the first day of undergraduate classes in the spring semester of the academic year, and shall hear cases at any time during the Election Cycle.
 - (ii) The Judicial Commission shall assemble at least twice in every calendar month during the spring semester.
 - (iii) A schedule of such meetings shall be set by the Judicial Commission and promulgated by the Chairperson to the Student Government Association President, Vice President, Senate Chairperson Pro Tempore, and the JEC's website.
 - (iv) Nothing in this article shall preclude the Judicial Commission from conducting its meetings and sittings virtually; however, hearings and proceedings requiring the participation of parties shall be held in person whenever practicable.
- (b) Full Judicial Commission Sitting
- (i) The full Judicial Commission, comprising all members of the Judicial Commission, shall sit except when it is expressly provided otherwise in Bylaws adopted thereunder.
 - (ii) No hearing, trial, or deliberation before the full Judicial Commission shall be held, nor any decision or ruling thereof shall be issued, unless all of the members of the Judicial Commission duly confirmed and sworn are present.
 - (iii) The Chairperson shall preside over all meetings of the Judicial Commission only when there is no violation being heard, deliberated, or adjudicated.
 - (iv) When a violation of a candidate is being heard, deliberated, or adjudicated the three Judicial Commissioners shall randomly select one of their number to preside over the full Judicial Commission.
 - (v) Neither the Chairperson nor the Vice Chairperson shall preside over any meeting of the Judicial Commission where a violation is being heard, deliberated, or adjudicated.
- (c) Notice and Timeliness of Proceedings
- (i) No proceeding on any case before the Judicial Commission requiring participation of the parties to the case shall be held without prior written notice issued to each party with the time, location, type, and general substance of proceeding.

- (1) Such written notice shall also refer the parties to the appropriate procedures for said proceeding, including these Bylaws.
 - (ii) The Judicial Commission shall endeavor to resolve proceedings in a timely manner.
 - (iii) The Judicial Commission shall reserve the authority to extend deadlines for submission of written proceedings and scheduling of meetings and hearings, should a majority of the members of the Judicial Commission concur.
- (d) Public Hearings and Minutes
 - (i) The Judicial Commission shall publish agendas for meetings called pursuant to applicable provisions of this Charter, which shall be publicly available on the website of the JEC. Such agendas must state the general topics discussed by the Judicial Commission, except for redactions—
 - (1) Concerning judicial deliberations with regards to the disposition of cases and complaints;
 - (2) Concerning judicial deliberations with regards to the drafting and adoption of judgments;
 - (3) Concerning private information of parties before the JEC;
 - (4) Concerning how members of the Judicial Commission voted on any decision made at the meeting; and
 - (5) Concerning matters that a majority of the Judicial Commission deems to warrant redacting.
 - (ii) All hearings involving oral participation by the parties in a case shall be open to public attendance.
 - (iii) All hearings involving oral participation by the parties in a case must be subject to audio recording.
 - (1) The Judicial Commission must endeavor to provide a transcript in writing of the audio recording whenever practicable.
 - (iv) The Judicial Commission may keep general minutes independent from the transcript for all hearings involving oral participation by the parties in a case. These minutes, if kept, shall be made publicly available subject to any redactions provided in provision D.(i) of this article or otherwise agreed to by a majority of the members of the Judicial Commission.
 - (v) The Judicial Commission may appoint a clerk to maintain records, recordings, and general minutes.
- (e) Secrecy of Deliberations
 - (i) The deliberations of the Judicial Commission on judicial matters shall take place in private and remain secret.

Section 3: Meetings of the Joint Elections Commission in Joint Session

1. The Chairperson may call a Joint Session of the Joint Elections Commission attended by all members of the Executive Commission, Policy Commission, and Judicial Commission.
2. Joint Sessions of the Joint Elections Commission shall be presided over by the Chairperson and minutes shall be kept by the Administrative Commissioner.
3. The Vice Chairperson shall preside over Joint Sessions of the Joint Elections commission in the event of the absence of the Chairperson.
4. Joint Sessions of the Joint Elections Commission shall be open to the public and all records shall be maintained and published on JEC official channels.

Section 4: Record Keeping

(a) In General

- (i) The JEC shall keep and maintain all records, reports, forms and other documents related to student body elections.
- (ii) These records must be kept in a manner that can easily be passed on year-to-year.

(b) Records

- (i) All physical records must be stored in the applicable student office.
- (ii) All of the following records must be publicly retained online following the conclusion of an election cycle—
 - (1) verified election results for all races;
 - (2) campaign petitions, excluding students' GWID numbers and other personally identifiable information;
 - (3) individual campaign expenditure reports, excluding personal financial information;
 - (4) expenditure reports of the Commission;
 - (5) indictments, with appropriate names redacted;
 - (6) agendas and minutes from all Commission meetings;

Section 5: Public Records

- (a) Except as otherwise stated by this Charter or Bylaws adopted thereunder, any document kept and maintained by the JEC must be made available online for public review within forty-eight (48) hours of the Commission's receipt of the given document, including—
 - (i) financial expenditure reports on behalf of elections campaigns, excluding personal financial information;
 - (ii) financial expenditure documentation on behalf of the Commission; and
 - (iii) Commission agendas and meeting minutes.
- (b) No document may be removed from the office of the Commission unless under the care and supervision of a member of the Commission or a staff officer.
- (c) Copy of Records
 - (i) Unless otherwise provided under paragraph (2), a copy of any public record may be made at the expense of the individual requesting the copy, but the original document must remain in the custody of the Commission.
 - (ii) The following records are exempted from paragraph (1).
 - (1) Fruits of Investigations
 - (a) Any record, report, form, or other document acquired by the Commission, by the Chief Investigator, or by an Assistant Investigator in the course of an investigation must be sealed
 - (b) No such sealed document may be made available for public review at any time.
 - (c) Documents which are sealed according to this section must be made available for review according to section 802.
 - (2) Notice of Rule Changes, Regulation, and Rulings
 - (a) The JEC shall distribute via email, at the time of their adoption, any rule changes, regulation when applicable, and rulings to—
 - (i) all registered candidates in an election;
 - (ii) the Student Government Association President;
 - (iii) the Student Government Association Vice President;
 - (iv) the Chief Justice of the Student Court; and

- (v) the Student Government Association Senate Chairperson Pro-Tempore.
- (3) The Commission shall make available all such additional rule changes, regulations, and rulings on its website and social media channels.

Article V: Limitations, Rights, and Responsibilities of the JEC

Section 1: Neither the Executive Commission , nor Policy Commission, nor the Judicial Commission of the JEC shall deny candidates, voters, students, commissioners, or any other applicable entities of their rights to —

- (a) Enjoy the right to have counsel present at any hearing of the Judicial Commission involving oral participation by the parties in a case;
- (b) The rights, privileges, and immunities granted by the Constitution and applicable Bylaws of the Student Government Association.

Section 2: Neither the Executive Commission, nor Policy Commission, nor the Judicial Commission of the JEC may have the power to —

- (a) Vacate the results of an election;
- (b) issue any rule changes, regulations, or decision which violates the provisions of any and all applicable laws;
- (c) Apply arbitrary, capricious, or abusive discretionary standards to rulings, sanctions, or other action or inaction taken by the JEC;
- (d) Ask a question of any kind on the ballot; or
- (e) Issue ex post facto interpretations or changes regarding any action or inaction taken by the JEC.

Article VI: Amendments

- (a) This Charter may be amended by a two-thirds vote of the Student Government Association Senate, provided that notice of the proposed amendment is given at least 30 days prior to the vote.
- (b) Severability
 - (i) The provisions of this Part of the Bylaws are severable, and if any section, rule, or part thereof, is held to be unconstitutional by the Student Court, the decision may not be construed to affect or invalidate any other provisions of this Part of the Bylaws or this Part of the Bylaws as a whole.

Article VI: Ratification

- (a) This Charter and any amendments must be enacted subject to approval by the Student Government Association Senate in accordance with Article XI Section 9 of the Constitution of the Student Government Association.

Chapter 702. General

Section 70201. Definitions

- (a) For the purposes of this Part of the Bylaws, any rule changes, regulation when applicable, or any other official document created or used by the Commission, the following definitions will apply:

- (1) **AUTHORIZED AGENT.**—The term “authorized agent” means any individual who is tacitly or explicitly authorized by a candidate to act on behalf of, or otherwise represent, the candidate. All authorized agents must be registered with the Policy Commission before the agent engages in any activity on the candidates behalf.
- (2) **BALLOT.**—The term “ballot” means the totality of the website pages viewed by a voter as they cast a vote through the voting system used by The George Washington University.
- (3) **CAMPAIGN SEASON.**—The term “campaign season” means the period after the registration period has been completed to the time voting for all races closes.
- (4) **CAMPAIGNING.**—The term “campaigning” means advancing or inhibiting a candidacy, or tending toward a particular end, and “for their campaign” means for the purpose of campaigning.
- (5) **CAMPAIGN MATERIAL.**—The term “campaign material” means any tangible object, such as a palm card, pamphlet or article of clothing, which is intended for public distribution or display, and is intended to advance or inhibit a candidacy, or tends towards that end.
- (6) **CANDIDATE.**—The term “candidate” means any individual who seeks or has been elected to office, and wherever this Part of the Bylaws states a rule restricting or regulating the actions of a “candidate,” the rule must be construed to apply equally to an “authorized agent”.
- (7) **COMMISION.**—The term “The Commission” means the Joint Elections Commission, inclusive of the Executive Commission, Policy Commission, and Judicial Commission..
- (8) **DISTRIBUTION.**—The term “distribution” means the intentional transmission of material by a candidate to any individual not associated with the candidate’s campaign, and “to distribute” refers to the actual or attempted transmission of material in this manner.
- (9) **ELECTION.**—The term “election” means any general, secondary, recall, referendum, or special election, including those of the Student Government Association.
- (10) **ELECTION DAY.**—The term “Election Day” means any two (2) consecutive calendar days during which the Commission has scheduled for voters to be able to cast votes in any election.
- (11) **ELECTION SEASON.**—The term “election season” means the period from the start of candidate registration to certification of the results.
- (12) **FORCEFUL DISTRIBUTION.**—The term “forceful distribution” means distribution against the will of the intended recipient, once the intended recipient has communicated their unwillingness.
- (13) **FULL GENERAL MEMBERSHIP.**—The term “full General Membership” means the voting members of the Joint Elections Commission, not including the Chief Investigator, JEC Counsel or any other staff officer not appointed by the Student Government Association.
- (14) **GENERAL MEMBERS.**—The term “General Membership” means full General Membership.
- (15) **GENERAL MEMBERSHIP.**—The term “general members” means

members of the Executive Commission, Policy Commission, and Judicial Commission appointed by the President with the advice and consent of the Senate.

- (16) GOVERNING DOCUMENTS.—The term “governing law” means the Charter, Constitution, and Bylaws of the Student Government Association.
- (17) MAKE AVAILABLE.—The term “make available” means to intentionally place material in the public domain such that individuals not soliciting such material may, but are not instructed to, receive it.
- (18) REFERENDUM.—The term “referendum” means a question or proposal submitted in an election upon which the voters may cast a vote.
- (19) RESTRICTED ZONE.—The term “restricted zone” means any designated area of the University in which the Commission determines campaigning is prohibited in any form.
- (20) RULE CHANGE.— The term “rule change” shall mean any interpretation of the bylaws and charter made by the Administrative Commission consistent with Article XI. Section 9 (a)(b)(c)(d)(e)(f) of the Constitution of the Student Government Association.
- (21) REGULATION. — The “term regulation” shall mean any procedure implemented by the Administrative Commission consistent with Article XI. Section 9 (a)(b)(c)(d)(e)(f) of the Constitution of the Student Government Association including, but not limited to:
 - (a) Petition signature procedure;
 - (b) Financial reporting regulations;
 - (c) JEC Expenditures.
- (22) STAFF OFFICER.—The term “staff officer” means any officer appointed by the Commission, including the JEC Counsel, Chief Investigator and any Assistant Investigators.
- (23) SOLICIT.—The term “to solicit” means to willfully seek to obtain, or to request, as for something desired.
- (24) UNIVERSITY.—The term “University” means The George Washington University.
- (25) UNIFORM CONSTITUENCY GROUP.—The term “uniform constituency group” means a group of students having uniform demographic characteristics for the purposes of ballot categorization, the students of the group being qualified to vote for identical offices or initiatives, such that an identical ballot may be used for any such student to cast their individual vote.

Chapter 703. Elections Preparation Procedures

Section 70301. Pre-Election

- (a) Prior to the commencement of the registration period, the Policy Commission shall establish via Rule Change a date for the general elections which shall be after Spring Break of the Academic Calendar.
 - (i) The Commission shall send the date to the Chief Justice of the Student Court.
 - (ii) Except as provided in §70401(a)(3), the initial elections must be held in the month of March, with the publicity period beginning in February.
 - (iii) The Senate may, by a special resolution reported by the Committee on Governance

and Nominations, authorize the Joint Elections Commission to establish the dates of the general elections and the publicity period beyond those in Section (a)(2), provided that—

- (1) The Policy Commission, by majority vote, determines that there exists good cause or exigent circumstance to warrant dates beyond those set in (a)(2); and
- (2) The Policy Commission, in writing addressed to the Committee on Governance and Nominations, with the Chief Justice of the Student Court copied, requests the Senate to authorize such extension, and proposes a date for the general election.

(b) Publicity Period

(i) Community Contact

- (1) At least two (2) weeks prior to the commencement of the candidate registration period, the Policy Commission shall contact all undergraduate and graduate GW colleges and schools, student organizations registered with the Office of Student Life, and student newsletters requesting the dissemination of election information in their communications.
- (2) This information must include the following—
 - a) dates of candidate registration period;
 - b) dates of open campaign period;
 - c) all dates, times and locations of pre-registration Information Sessions;
 - d) all dates, times and locations of candidate meetings following the registration period; and
 - e) dates of the elections.

(ii) Information Sessions

- (1) Within ten (10) calendar days prior to the beginning of the candidate registration period, the Policy Commission shall hold at least two (2) election information sessions providing information to potential candidates of the Student Government Association elections.
- (2) The Policy Commission shall provide information on each body's functions and operations, as well as the opportunities to get involved and any necessary qualifications.

(iii) Publicity Event

- (1) Within one (1) week of the candidate registration, the Policy Commission shall hold at least one (1) public event to publicize the upcoming elections.
- (2) This event is expected to be held in Kogan Plaza, the Mid-Campus Quad, or District House.

(iv) During the publicity period, the Policy Commission shall hold an information session specifically for student organizations to inform them of the elections process and how they can participate.

(c) Registration Period

- (i) The Policy Commission shall establish a 'registration period', during which candidates may register for the elections.
- (ii) The length of the registration period may not be shorter than four (4) calendar days and no longer than seven (7) calendar days.
- (iii) Once the registration period has ended, the Policy Commission will no longer accept

any candidate registration forms.

Section 70302. Election Manual

- (a) The Policy Commission shall distribute the Election Manual to candidates at the time of the candidates' meetings in hard copy.
- (b) The manual must be made publicly available on the JEC website.
- (c) The manual may not be used in place of this Part of the Bylaws, nor serve as a reference in any official capacity.
- (d) The manual must include expectations of candidate conduct, relevant deadlines and timeline of the elections, with dates, times & locations, including details for—
 - (i) postering day;
 - (ii) dorm-storming;
 - (iii) dates of the campaign period;
 - (iv) date(s) of the elections;
 - (v) determination of results;
 - (vi) Rights of Candidates according to the JEC Charter.

Chapter 704. Student Government Association Election Procedures

Section 70401. Candidate Registration

- (a) Candidate Registration Form
 - (i) By the first official day of the registration period, the Policy Commission shall make available an official paper and online 'candidate registration form'.
 - (ii) Candidates must register by properly completing the candidate registration form and submitting a copy of the form to the Policy Commission prior to the conclusion of the registration period.
 - (iii) Candidates may choose to submit their all registration materials online and via paper forms.
- (b) Petition of Support
 - (i) By the first official day of the registration period, the Policy Commission shall make available an official paper and online 'petition of support'.
 - (ii) Signature Requirement
 - (1) Candidates for the Student Government Association offices of President and Vice President must submit a petition of support that contains the valid signatures of at least 1.5 percent (1.5%) of students of the uniform constituency group that the candidate is seeking to represent.
 - (2) Candidates for all Student Government Association undergraduate Senators must submit a petition of support that contains the valid signatures of at least one percent (1%) of students of the uniform constituency group that the candidate is seeking to represent.
 - (3) Candidates for all other Student Government Association Senate seats must submit a petition of support that contains the valid signatures of at least 0.25 percent (.25%) of students of the uniform constituency group that the candidate is seeking to represent.
- (c) Ballot Statements
 - (i) Each registered candidate may include a statement of no more than two hundred (200) words on the ballot.
 - (ii) Each registered candidate who wishes to include a statement must submit their statement via a method set by the Commission by the end of the registration period.

- (iii) Write-in candidates that advance to a secondary election may have forty-eight (48) hours from the time of the certification of the original election to submit a ballot statement for the secondary election.
- (d) Validation
 - (i) Within five (5) calendar days of the conclusion of the registration period, the Policy Commission shall determine the validity of each candidate online or paper registration form and online or paper petition of support.
 - (ii) Any properly completed and properly submitted form or petition must be deemed valid, and any form or petition which was not properly completed or properly submitted must be deemed invalid.
 - (iii) The Chairperson shall notify all candidates of the status of their registration through email once validation is complete.
- (e) Multiple Positions
 - (i) Candidates may not campaign for multiple positions.
 - (ii) In the event that a candidate is elected to multiple positions, the candidate may only serve in one (1) of them.

Section 70402. Extended Candidate Registration

- (a) General
 - (i) The Policy Commission may allow the online and paper registration of additional candidates after the close of the official registration period.
 - (ii) The Policy Commission shall set an expiration date of the extended registration period no less than ten (10) calendar days before the start of the election.
 - (iii) The Policy Commission may deny any candidate the right to submit a ballot statement if the deadline for submission has already passed.
- (b) Requirements
 - (i) All candidates registered after the close of the official registration period are subject to the same requirements and regulations listed in Section 7501 apart from the following changes:
 - (ii) Candidates may submit the official online and paper 'candidate registration form and online and paper petition of support after the close of candidate registration.
 - (iii) Within five (5) calendar days of the reception of the official 'candidate registration form', the Policy Commission shall determine the validity of each online and paper registration form and online and paper petition of support.
 - (1) Any properly completed and submitted form or petition must be deemed valid, and any form or petition not properly completed or submitted in accordance with Policy Commission rules must be deemed invalid.
 - (2) The Policy Commission shall notify all candidates of the status of their registration through email once validation is complete.
 - (3) The Policy Commission must issue a rule or regulation determining the standards with which validity of petitions shall be assessed no later than one (1) day before the beginning of the registration period.
- (c) Supplemental Candidate Information Meeting
 - (i) All candidates who register after the close of the official registration period who did not attend an official candidate information meeting must attend a 'Supplementary Candidate Information Meeting' hosted by the Policy Commission to the content of the candidate information meetings.
 - (ii) Candidates may not send an authorized agent in their place unless given permission

- to do so by the Policy Commission.
 - (iii) The candidate must inform the Policy Commission of their designee before the commencement of the meeting.
 - (iv) Candidates who fail to meet with the Policy Commission may be denied registration and ballot placement.
 - (v) The Commission may set a deadline at its discretion before which the ‘Supplementary Candidate Information Meeting’ must be completed.
- (d) Limitation of Extension
- (i) Only races in which there are fewer candidates running than contested seats (in other words, races with empty ballot slots) available may have extended online or paper registration.
 - (ii) In races in which there are an equal or greater number of candidates than are seats, the Policy Commission will not permit extended candidate registration.

Section 70403. Withdrawal

- (a) Notice
- (i) In order to withdraw from an election, a candidate must provide email notice to the Commission sent from the account listed on the candidate’s official candidate registration form.
- (b) Removal from Ballot
- (i) In order to be removed from the ballot, notice of the withdrawal must be submitted before commencement of the voting period, during which time the Policy Commission must make every effort to remove the candidate from the ballot.
 - (ii) Candidates who withdraw after the commencement of the voting period will remain on the ballot.

Section 74504. Announcement of Registered Candidates

- (a) Once the candidate registration and validation process is complete, the Commission shall publish on its website with ballot statements, and any other platform they deem necessary, a list of registered candidates by name and by office sought, and shall distribute this list to any media outlets who request it.

Section 70405. The Campaign Period

- (a) The campaign period must begin on the day following the secondary candidates meeting, so long as all petitions and candidate eligibility have been verified.
- (b) The campaign period must end at the same time that the voting period is terminated and must last exactly ten (10) calendar days.
- (c) During the campaign period, and only during this period, candidates may distribute campaign material and hang posters, in accordance with all rules and regulations outlined in this Part of the Bylaws.
- (i) In the event of a secondary election, the campaign period must be extended until the end of the voting period.
 - (ii) This extension only applies to those candidates who are in an electoral race to be decided in a secondary election.
 - (iii) The Policy Commission can hold official campaign events during the campaign period (i.e. debates, student organization town halls, etc.).
 - (iv) The Policy Commission has full discretion to determine the format of these events so long as they are open to the public and accessible to all.

Section 70406. Student Office

- (a) For each academic year, the Student Government Association shall endeavor provide the

Joint Elections Commission with a formal office with record-keeping abilities and regular functions and operations.

Section 70407. Website

- (a) The Commission shall maintain a website for the publication of information concerning its activities.
- (b) The domain of the website will remain unchanged, unless following a simple majority vote of the Joint Elections Commission sitting in Joint Session and notification to the Student Government Association.
- (c) On its website, the JEC shall make available the following items, at a minimum—
 - (i) a schedule listing all validly called meetings;
 - (ii) a schedule listing all relevant elections dates and deadlines;
 - (iii) methods by which the members of the Administrative Commission can be contacted, including a schedule of office hours;
 - (iv) a copy of the Charter and this Part of the Bylaws;
 - (v) copies of all pertinent documents and forms which may be submitted to the Commission, including the Commission logo for postering;
 - (vi) a list of candidates following verification;
 - (vii) a record of resulting penalties from violation hearings;
 - (viii) items listed under ‘Record-Keeping’ from past elections;
 - (ix) any other items as required by this Part of the Bylaws, by additional rule, or by governing law;
 - (x) all current past election results are made publicly available;
 - (xi) all relevant documents related to meetings of the Commission are publicly available on the website; and
 - (xii) candidate ballot statements included with a list of certified candidates.

Section 70408. Electronic Accounts

- (a) The Commission shall create and maintain electronic accounts, such as email accounts and social media pages as it finds appropriate to carry out its duties.
- (b) The Commission shall maintain a University Affiliated email account in order to carry out its official duties.
- (c) Any Commission-related electronic correspondence received to a personal email account or personal social media account must be immediately forwarded onto the Commission’s official account.
- (d) The passwords, security questions and methods of access to all electronic accounts must be set by the Commission, and transferred upon the transition of a new Commission by the Chairperson.

Chapter 705. Rules and Regulations for Campaigns for All Elected Positions

Section 70501. Overview

- (a) This Chapter applies to all races directly voted upon by the student body, including all offices of the Student Government Association.

Section 70502. Candidates’ Meetings

- (a) After the candidate registration process is complete, but before the commencement of the campaign period, an official candidates’ meeting must be held for any student registered to run for an elected position.
- (b) Notice of the date, time and location of the candidates’ meeting must be sent via email to each registered candidate.

- (c) In order to be eligible for the election, each candidate must physically or virtually attend the official candidates' meeting or the secondary candidates' meeting.
- (d) Authorized Agent
 - (i) If a candidate is unable to attend, they may send an authorized agent in their place.
 - (ii) The candidate must inform the Administrative Commission of their designated authorized agent before the commencement of the candidates' meeting.
- (e) In addition to any other activity prescribed by the Policy Commission, the ballot order will be determined at the official candidates' meeting in accordance with Section 70603.

Section 70503. Determination of Ballot Order

- (a) The ballot order for each electoral race must be determined by a random process.
 - (i) The Policy Commission may choose the manner of the drawing, so long as it is random.
 - (ii) If the ballot order is to be determined by drawing, the drawing must be done at the official candidates' meeting, and anyone in attendance must have the right to observe the drawing.
- (b) The ballot order must be shared with those candidates who attend the secondary candidates' meeting but may not be changed.

Section 70504. Postering Day

- (a) The first day of the campaign period is to be known as 'postering day'.
- (b) Postering day must proceed as follows:
 - (i) Immediately preceding the commencement of the campaign period, all candidates and authorized agents may gather in either Kogan Plaza on the Foggy Bottom campus, or around the central fountain on the Mount Vernon Campus.
 - (ii) All candidates and authorized agents participating in postering day shall remain within an area defined by the Policy Commission until informed by the Policy Commission that the campaign period has begun.

Section 70505. Dorm Storming

- (a) Campaigning in residence halls is to be known as 'dorm-storming'.
- (b) All candidates must adhere to the dorm-storming regulations as issued by the Policy Commission in conjunction with GW Campus Living and Residential Education..
- (c) The Policy Commission shall adopt all GW Campus Living and Residential Education dorm-storming regulations in a regulation promulgated before the end of the candidate registration period.

Section 70506. Referendums/Ballot Initiatives

- (a) The Student Government Association may place a ballot initiative to be voted upon by the entire student body during the general student body elections through procedures outlined in the Bylaws of the Student Government Association.
- (b) Ballot initiatives must be submitted no later than forty-eight (48) hours prior to the start of voting.

Section 70507. Ballot Content

- (a) All balloting must be conducted online through a voting system administered by The George Washington University.
- (b) Each uniform constituency group must have its own unique ballot.

- (c) The content of each ballot must be as follows.
 - (i) Electoral Races
 - (1) Electoral races for the Student Government Association must appear first on the ballot.
 - (2) The electoral races for the Student Government Association must be listed in the following order—
 - a) President;
 - b) Vice President; and
 - c) school-specific Senator for the given uniform constituency group as determined by Section 70603.
 - (3) If there are any additional electoral races not listed in this section, the Policy Commission shall determine their position on the ballot through a regulation promulgated before the start of the election period.
 - (4) For races where voters must rank their choices, voters must have the ability to rank all available candidates including registered write-in candidates.
 - (5) If there are equal or more registered candidates than seats, there must be one (1) write-in space available.
 - (ii) Ballot Initiatives
 - (1) If any ballot initiative or referendum is to be included on the ballot, it must precede any electoral race.
 - (2) If multiple ballot initiatives or referenda are to be included, the Policy Commission shall determine their order randomly.
 - (iii) Equal or More Candidates than Seats
 - (1) In those elected races in which there are an equal or greater number of candidates than there are available seats, the registered candidates must be listed on the ballot in order as determined by Section 70603.
 - (iv) Fewer Candidates than Seats
 - (1) In those elected races in which there are fewer number of candidates as there are available seats, the registered candidates must appear on the ballot for their race.
 - (2) Alongside the registered candidates, a space or spaces for write-in voting must be available for each elected seat.

Section 70508. Voting

- (a) Qualified Voters
 - (i) All matriculated students at The George Washington University are qualified voters.
 - (ii) All qualified voters are permitted to vote only on those electoral races and ballot initiatives for which the voter's uniform constituency group is eligible to vote.
- (b) At least seven (7) days before the elections, the Policy Commission shall communicate to all potential voters information regarding the elections, including—
 - (i) through what medium voting will be conducted, specifically the website domain;
 - (ii) what credentials are required to cast a ballot;
 - (iii) what ballot initiatives (if any) will be included;
 - (iv) how to vote for candidates; and reasonable accommodations made available for students with disabilities in compliance with ADA Standards and any other applicable regulation; and
 - (v) how results will be determined.
- (c) JEC Voting Table

- (i) The Policy Commission shall have a public information and voting table on campus during publicized times throughout the two (2) day election period.
- (ii) The Policy Commission shall use this table to provide voter information and easy access to voting.

(d) The Policy Commission shall inform each voter on the format of the ballot and provide instructions on how to complete it.

Section 70509. Determination of Results

(a) The results of any election, ballot measure, or referendum must be determined following Bylaws under this section.

(b) Races for One Seat

(i) Races for One Seat must be conducted and calculated by an instant runoff method.

- (1) For electoral races in which only one (1) seat is available, the candidate in the given electoral race who receives over fifty percent (50%) of the 'first choice' votes wins.
- (2) If no such candidate surpasses the majority vote threshold, the candidate with the lowest number of 'first choice' votes will be taken out of consideration, and all voters who chose such a candidate will then have their 'second choice' votes counted towards the remaining candidates.
- (3) If any candidate at this point surpasses the fifty percent (50%) threshold, they win.
- (4) If no candidate receives more than fifty percent (50%) of the votes, the process of taking out the candidate with the lowest number of votes and redistribution of ranked votes will be repeated until a candidate surpasses the fifty percent (50%) threshold.

(c) Races for Multiple Seats

(i) For electoral races in which multiple seats are available, the Policy Commission shall conduct elections by a plurality-at-large voting method in which voters can select any number of choices no more than or equal to the number of seats available in a given election.

(d) Tie Votes

(i) A secondary election is required if—

- (1) there is a tie vote between candidates in an electoral race in which only one (1) seat is available, such that no candidate receives a majority of the vote; or
- (2) there is a tie vote between candidates in an electoral race in which multiple seats are available, such that the number of candidates equal to the number of available seats receiving the greatest number of votes cannot be determined, a secondary election between the tying candidates will be required.

(ii) If there is a first-place tie among multiple write-in candidates for any number of seats, the Policy Commission shall contact those candidates notifying them of the tie.

(iii) The candidate may then choose to have their name forwarded to the Senate-elect, which shall determine the winner of the seat by a plurality voting method.

(e) Ballot Initiatives

(i) For ballot initiatives, whatever option wins a plurality of the vote wins.

(f) Write-In Candidates

- (i) The Policy Commission, by a simple majority vote, may determine vote intent for write-in votes if there is a discrepancy in how the vote was cast or who the vote is to be counted for.
- (ii) The Policy Commission may also invalidate a write-in vote if the voter intent cannot be determined.

Section 70510. Secondary Elections

- (a) If a secondary election is required, it must be held within seven (7) days ahead of the general election's conclusion, with voting occurring over a twelve (12) hour period.
- (b) No write-in votes may be permitted during any electoral race in a secondary election.

Section 70511. Release of Results

- (a) No later than 5:00 PM on the day following the elections, the Policy Commission shall publish a report listing the uncertified results of the elections.

(b) Report

- (i) The report of uncertified results must state, at a minimum—
 - (1) the total 'first choice' votes cast for each candidate in each ranked-choice electoral race, the vote counts as emerged through the ranked choice voting distribution, and the total vote counts for elected candidates;
 - (ii) the total votes cast for each candidate in each plurality-at-large electoral race, and the total vote counts for elected candidates;
 - (iii) the total votes cast for each position on a ballot measure or referendum included in the elections;
 - (iv) which candidates have been elected, which are tied, and which will be candidates in a secondary election;
 - (v) which initiatives will be adopted and which will be denied; and
 - (vi) the total voter turnout.
- (c) The Policy Commission shall make this report available on its website.
- (d) If the report changes for any reason, the Policy Commission shall update the report.

Section 70512. Certification

- (a) After the tabulation of all votes for any electoral race, ballot measure or referendum in a given election, the Policy Commission shall—
 - (i) certify the results of the given election two-thirds (2/3rds) majority of the Policy Commission, with notice and certification to the Student Court and Executive Commission and Judicial Commission; and
 - (1) publish a report of certified results within a week of the given election.
 - (2) The Policy Commission shall make this report available on the JEC website.
- (b) After results are certified, such certification may not be undone by any authority, official, individual, or body.

Chapter 706. Campaign Rules and Regulations

Section 70601. Purpose

- (a) These campaign rules and regulations are hereby established to—
 - (i) ensure the fairness and integrity of every election, to provide each candidate with a reasonable opportunity to disseminate their message to the public, and to promote the interest and participation of the student body in the elections process; and

- (ii) restrict only that activity which is meant to advance or inhibit a candidacy, or which tends towards that end, but not that activity which is by nature neutral, impartial, and lacking in effect.

Section 70602. Dispute and Violation Resolution

(a) Duty of Commissioners

- (i) Every Commissioner shall enforce these rules and regulations.
- (ii) Subject to all other sections in this rule, the Office of Chief Investigator may endeavor to resolve potential disputes and violations without filing an official complaint and within reason to exhaust all available methods of dispute resolution before pursuing formal procedures.

(b) Methods of Resolution

- (i) Methods of dispute resolution available to the Joint Elections Commission may include—
 - (1) advising a candidate on a lawful course of action;
 - (2) mediating or negotiating disputes between candidates;
 - (3) notifying a candidate of pertinent rules or regulations; and
 - (4) actively resolving an issue for a candidate, insofar as it is reasonable, lawful, and not unduly burdensome to do so.

Section 70603. Unrestricted Activity

- (a) Except as otherwise stated in the JEC Charter, by additional rule, or by governing law, the Commission may not restrict the following—
 - (i) any solicited conversation, online, in person or otherwise;
 - (ii) any solicited distribution of campaign material either in person or online; and
 - (iii) the right of candidates to make available and distribute any campaign material to the public, so long as the material is not forcefully distributed, and so long as the availability and distribution of the material conforms to all other rules in this Part of the Bylaws.

Section 70604. Campaign Budgets/Spending Limits

(a) General Spending Limits

- (i) No campaign may make an aggregate expenditure on behalf of their candidacy in excess of the following limits—
 - (1) \$300 for candidates for Student Government Association President and Student Government Association Executive Vice-President; and
 - (2) \$100 for candidates for all other Student Government Association Senate seats.

(b) Secondary Election Spending Limit

- (i) If a secondary election is required, each candidate in the secondary election may spend up to \$50 total on expenses for the entire secondary election.

(c) Joint Spending

- (i) If a group of candidates agree to appear jointly on campaign material of value, all candidates involved must deduct the actual value of the campaign material from each of their respective campaign budgets/spending limits.

Section 70605. Sponsored Printing of Posters

- (a) Free printing is available through the Student Government Association for all candidates in elected races.
 - (i) This waiving of fees will include paper and other printing materials to be provided by the Student Government Association.

- (ii) Posters can only be printed for candidates following candidate verification.
- (iii) Posters must comply with Section 709.
- (iv) No candidates may print posters through Student Government Association in excess of the following limits—
 - (1) forty (40) posters for candidates for Student Government Association President and Student Government Association Vice President.
 - (2) twenty (20) posters for candidates for all other Student Government Association Senate seats.
- (b) Free printing opportunities must be disseminated to candidates through means including pre-elections Information Sessions, Candidates' Meetings, and the Elections Manual.

Section 70606. Financial Expenditure Report

- (a) Reporting, Submission, and Public Dissemination
 - (i) For each election, each candidate listed on the ballot, including those who are running unopposed or spend no money, shall submit an electronic 'financial expenditure report' to the Policy Commission, by email to the Policy Commission.
 - (ii) The Policy Commission shall make available on its website an online official financial expenditure report form before the commencement of the campaign period.
 - (iii) The 'financial expenditure report' must list all goods and services acquired by the candidate which were intended to advance or inhibit a candidacy or which tend towards that end.
 - (iv) Non-registered candidates elected to a seat via the write-in process shall also submit a 'financial expenditure report' in order to accept such seat.
- (b) Actual Value
 - (i) Any good or service actually purchased or paid for by the candidate for their campaign must be reported at the actual value expended by the candidate for a given good or service.
 - (ii) Candidates shall provide receipts via email to prove the actual value of each good or service purchased or paid for.
 - (iii) If the JEC requests such, the candidate shall provide the original receipt(s) in person.
- (c) The following items may not be included as part of a candidate's aggregate expenditure, so long as they are not distributed to individuals other than a candidate and their authorized agents, and so long as they are not used in such a manner that they, alone or combined, constitute campaign material—
 - (i) Tape;
 - (ii) writing utensils;
 - (iii) paper; and
 - (iv) notebooks.

Section 70607. Donations

- (a) Donation List Submission
 - (i) For each election, each candidate listed on the ballot shall submit an electronic 'donation list', containing a list of individuals and organizations who have made a donation to their campaign.
 - (ii) Candidates who received no donations still must submit this list via email to the Policy Commission.
- (b) Donation List Publication
 - (i) The Policy Commission shall provide this form on its website prior to the registration period, with the form including the following sections—

- (1) Names;
- (2) the amount of the financial donation; and
- (3) the date the contribution was made.

Section 70608. Reporting Requirements

(a) Deadline

- (i) All candidates must electronically submit a financial expenditure report and a donations list by 5:00 PM on the day following the election.
- (ii) The Policy Commission may choose to extend the deadline for submission of a financial expenditure report and a donations list for non-registered candidates until the official results are certified.

(b) Publication

- (i) The Policy Commission shall make any financial expenditure report and donations list on behalf of electoral campaigns available as detailed by section 310.
- (ii) Published documents will not contain any individual's personal financial information, excluding values of campaign expenditures.

Section 70609. Postering

(a) Location

- (i) Candidates may only place posters in the following public locations—
 - (1) the exterior of the University Student Center on the H Street side;
 - (2) the exterior of the Academic Center buildings;
 - (3) the exterior of any building facing University Yard, but not the Law School or Textile Museum; and
 - (4) the exterior of Ames Hall on the Mount Vernon campus.
- (ii) Candidates whose constituency includes law school students (i.e. President, Vice President, and Law School Senator) may poster within the Law School after obtaining approval from the Policy Commission and the Student Bar Association.
- (iii) The Commission may add additional locations where candidates may place posters by adopting new rules and regulations to that effect.

(b) Individual Poster Restrictions

- (i) No poster may exceed eighteen (18) inches by twelve (12) inches.
- (ii) No group of posters may constitute one (1) contiguous image greater than the above size requirements.
- (iii) No poster may be affixed to any window, door, awning, rail, rack, post, handle, or temporary structure.
- (iv) No poster may be placed in such a way that it blocks any sign.
- (v) No candidate may place either tape or a poster over another candidate's previously affixed poster such that the previously affixed poster is obscured in any meaningful way.
- (vi) No candidate may place a poster inside any University residence hall or townhouse, except that students may place posters within their dorm room and on any window or door belonging to that room.

(c) Quantity Limitation

- (i) Candidates for Student Government Association President and Vice President may hang as many as, but no more than, ten (10) posters in each of the four (4) permitted postering locations listed in section 70709(a) for a total of forty (40) posters throughout campus.
- (ii) Candidates for all other directly elected offices may hang as many as, but no more

than, five (5) posters in each of the four (4) permitted posting locations listed in Section 70709(a), for a total of twenty (20) posters throughout campus.

Section 70610. Registration of Campaign Material

(a) Registration

- (i) Before a candidate running for an elected seat may distribute or make available any item that qualifies as campaign material, the candidate must register the item with the Policy Commission.
- (ii) To register an item, the candidate must submit one (1) proof copy via electronic submission of the item to the JEC's email.
- (iii) This material must visibly include the JEC's logo.

(b) Unregistered Item

- (i) If a member of the Policy Commission or any other staff officer becomes aware of unregistered campaign material being distributed or made available, a request to register the campaign material in question must be sent via email to the candidate who owns the unregistered campaign material.
- (ii) The candidate must be granted a period of twenty-four (24) hours from the time of the request to register the campaign material before becoming liable for a violation.

(c) Internet Campaign Tools

- (i) Candidates may not be required to register any website, social networking group, or other Internet campaign tool.

Section 70611. Unlawful Distribution of Campaign Material

(a) Before Campaign Period

- (i) No candidate, or authorized agent thereof, may distribute or make available any campaign material prior to the commencement of the campaign period.
- (ii) This section does not apply to—
 - (1) the creation or availability of any website, social networking group, or other Internet campaign tool; and
 - (2) any verbal statement of a candidate's intent to seek office or any attempt by a candidate to complete a petition of support.

(b) Material not Registered

- (i) No candidate, or authorized agent thereof, may distribute or make available any campaign material that has not been registered with the Policy Commission within twenty-four (24) hours of the transmission of notice.

(c) Within University Buildings

- (i) No candidate or authorized agent thereof may, within any University building, distribute, attempt to distribute, or make available any campaign material, unless such material is solicited.

(d) Forceful Distribution

- (i) No candidate or authorized agent thereof may, on any University campus, distribute, or attempt to distribute, any campaign material against the will of the intended recipient, once the intended recipient has communicated their unwillingness to receive the material.

(e) Restricted Zones

- (i) No candidate or authorized agent thereof may distribute, attempt to distribute, or make available any campaign material in zones which are designated as restricted by the Commission.

(f) Electronic Communications

- (i) Any use by a candidate of another student in any photo or video, for the purposes of aiding the candidate's campaign, may be allowed only with either the verbal or written consent of the student.
- (ii) No university academic system, such as Blackboard and mass emails to classes, may be used to promote, aid, or advertise any campaign.

Section 70612. Endorsements

- (a) If a student group chooses to endorse a candidate or candidates, the candidate or candidates will be held responsible for all activities of the endorsing student group in regard to activities which are intended to advance or inhibit a candidacy or tends towards that end.
- (b) Endorsing student groups are permitted to—
 - (i) if applicable, display one (1) additional candidate poster per candidate endorsed within the University Student Center, so long as it is located on space belonging to the endorsing student group's office and complies with the poster regulations; and
 - (ii) engage in any other activity by the student group which reasonably affects only the members of that same group, such as the sending of an electronic communication to all group members, on the principle that all members of a given student group implicitly solicit campaign material about the endorsed candidate from the student group in which they hold membership.

Section 70613. Unlawful Use of Resources and Spaces

- (a) University Resources
 - (i) No candidate, or authorized agent thereof, may use any resource of the University, including any student organization, which is of monetary value, for their campaign, except student organizations who wish to provide such to endorsed candidates.
 - (1) Such resources must be subject to reporting under Section 70706.
 - (2) Excluded from unlawful use are any printing within the threshold for all elected candidates under Section 70705.
- (b) Student Advocacy Center
 - (i) No candidate, or authorized agent thereof, may use any office space or conference room in the Student Advocacy Center.
- (c) Student Organization Listserv
 - (i) No candidate may use the listserv of any organization of which they are involved with for self-promotion.
 - (ii) Only the organization can promote the individual's candidacy by way of endorsement.

Section 70614. Disruption of a University Function

- (a) No candidate, or authorized agent thereof, may, in the course of campaigning, disrupt any academic function of The George Washington University.

Section 70615. Destruction of Property

- (a) No candidate, or authorized agent thereof, may, purposely deface, destroy or remove any campaign material belonging to another candidate.

Section 70616. False Statements

- (a) No candidate, or authorized agent thereof, may, in any matter within the jurisdiction of the Commission or of the Student Court, knowingly and willfully—
 - (i) falsify, conceal, or otherwise cover up by any trick, scheme or devise a material fact;
 - (ii) make any materially false, fictitious, or fraudulent statement or representation; or
 - (iii) create or use any false writing or document, knowing that the writing or document

contains any materially false, fictitious, or fraudulent statement or entry.

Section 70617. Obstruction

- (a) Candidates, and authorized agents thereof, should be kind and courteous during any meetings of the Commission which they attend.
- (b) Obstructive Activities
 - (i) No candidate may engage in disorderly, contemptuous, or insolent behavior so as to interrupt or delay a meeting of the Commission.
 - (ii) No candidate, or authorized agent thereof, may engage in behavior intended to disrupt, interrupt or obstruct any member of the Commission or any staff officer in the pursuit of their official duties.

Section 70618. Impersonation

- (a) No candidate, or authorized agent thereof, may falsely assume or pretend to be—
 - (i) a member of the Commission;
 - (ii) an officer acting under the authority of the Commission;
 - (iii) another candidate; or
 - (iv) any other individual acting under the authority of the Student Government Association.

Section 70619. Bribery

- (a) Bribery of a Commissioner, Staff Officer, or Student Court Justice
 - (i) No candidate, or authorized agent thereof, may confer, or offer to confer, any benefit upon any Commissioner, staff officer, or Student Court Justice with the understanding that the benefit will influence any Commissioner, staff officer, or Student Court Justice in the discharge of their official duties.
- (b) Bribery of a Student/s
 - (i) No candidate or authorized agent of the candidate or the campaign thereof may confer or provide any gift or service with quid pro quo value to a student, student organization, or student collective.
 - (ii) A candidate or authorized agent of the candidate or the campaign thereof may provide gifts or services to students, student organizations, or student collectives if the gift is —
 - (1) of de minimis value;
 - (2) unencumbered by quid pro quo stipulations.

Section 70620. Tampering

- (a) No candidate, or authorized agent thereof, may engage in tampering.
- (b) The following acts are considered tampering—
 - (i) attempting to induce or affect the person to avoid the proceeding or to give a false statement, knowing that a person may be a witness in a proceeding of the Commission or of the Student Court;
 - (ii) willfully concealing, removing, or destroying any official record, report, form or other document which is in the custody of the Commission; and
 - (iii) attempting to enter or infiltrate any system that tabulates votes in any election.

Section 70621. Failure to Comply

- (a) All candidates, and authorized agents thereof, shall comply with the rules and regulations of this Charter, all rule changes, regulations when applicable, rulings and all governing laws.
- (b) No candidate may intentionally disobey or resist a lawful process of the Commission.

Section 70622. Attempted Violation

- (a) All rules and regulations which restrict the conduct of a candidate, and authorized agents thereof, also restrict the attempted conduct of a candidate, and authorized agents thereof.
- (b) Failure to succeed in an attempt to violate any rule or regulation may not constitute a valid defense of an individual's conduct.

Section 70623. Authorized Agent Liability

- (a) Each candidate is liable for all actions carried out by their authorized agents.
- (b) Wherever the JEC Charter, rule change and regulations when applicable restricts the actions of a candidate, so too will the actions of any authorized agents thereof be restricted.

Chapter 707. Violation Procedures

Section 70701. Complaints

(a) Complaint Form

- (i) The Commission shall create and make available on its website an official 'complaint form'.
 - (1) This complaint form must guarantee, in writing, the confidentiality of individuals that are not the candidate associated with the campaign involved or the complainant.
 - (2) All names outside the individual filing the complaint, the complainant, or the candidate accused must be redacted from the complaint form before being published.
 - (3) This complaint form must list each element necessary to file a complaint accurately including—
 - a) specific reference to the Rule of the Commission Charter violated;
 - b) a brief explanation of the alleged incident, including the time, place, and location of the incident as well as at least one (1) witness (who may be the complainant) to the incident; and
 - c) evidence pertaining to the matter.
 - (4) This complaint form must require the complainant to sign a statement acknowledging that all allegations made in the complaint are true and accurate to the best of their knowledge.
 - (5) This complaint form must be sent to the email addresses of both the Policy Commissioners and the Chief Investigator.

(b) Filing a Complaint

- (i) In order to file a complaint, the complainant shall properly complete the complaint form and must submit the complaint form to the Policy Commission email.
- (ii) Any person who wishes to file a complaint must file such complaint within three calendar days of observing the violation, unless incapacitated or incapable, or else the Commission may not accept the complaint.
 - (1) The complainant may, and is encouraged, to submit any evidence with the complaint form (e.g., pictures of the alleged violation of the rule).
 - (2) If a Policy Commissioner or the Policy Commission is aware of a violation of these bylaws or this Charter, a Commissioner may submit a complaint to the Commission email, which will be treated the same as any other complaint.
- (iii) For violations of policies not maintained by the Commission, the complainant may be referred to the appropriate judicial authority, including violations of—

- (1) the George Washington University Student Code of Conduct;
 - (2) any applicable rules and regulations of The George Washington University;
and
 - (3) any applicable local, state, and federal laws.
- (c) The Policy Commission shall accept complaints against non-registered candidates, and hold probable cause hearings for them even if they are not expected to be on the ballot.
- (d) Probable Cause Hearings
 - (a) Within three (3) calendar days of the transmission of a complaint, there must be a probable cause hearing held for the given complaint.
 - (b) Participants
 - (i) The probable cause hearing must be limited to—
 - (1) the Administrative Commissioner;
 - (2) the Finance Commissioner;
 - (3) the Communications Commissioner
 - (4) the Chief Investigator; and
 - (5) the JEC Counsel.
 - (ii) With a majority vote of the General Membership, the Commission may allow staff officers to remain present during the hearing.
 - (iii) No *ex officio* members of the Policy Commission (the Chairperson and Vice Chairperson) may be present at a probable cause hearing or vote in the assessment of probable cause.
 - (c) At the probable cause hearing, the Chief Investigator and JEC Counsel shall present the Commission with their written recommendation.
 - (d) The Policy Commission shall vote on the recommendation of the Chief Investigator and a vote must be sustained by a simple majority present.
- (e) Burden of Proof
 - (i) The Commission shall find probable cause only when there is sufficient evidence to establish a reasonable likelihood of success in proving each and every element of the violation provided below beyond a reasonable doubt.
 - (ii) The evidence must prove—
 - (1) the candidate, or an authorized agent thereof, violated a rule or regulation in this Charter, an advisory opinion, or governing law, for which a penalty may apply;
 - (2) the candidate's violation is likely to have a material effect on the elections, meaning that the violation advanced or inhibited a candidacy, or tended towards that end; and
 - (3) in any hearing held pursuant to a complaint filed by the Commissioner, the Commissioner complied with all of the requirements of Section 70612 prior to filing the complaint.
- (f) Failure to comply with all rules regarding probable cause will constitute reversible error sufficient to invalidate a complaint.
- (g) If, after a probable cause hearing, the Commission determines that probable cause exists, the Policy Commission shall immediately issue an indictment.
- (h) Upon issuing the indictment the Policy Commission shall immediately transmit the indictment to the Judicial Commission for violation procedures to commence.
- (i) The Commission shall send the indictment to the indicted candidate within three (3) hours of the determination of probable cause.

- (j) The indictment must identify and include—
 - (i) The parties bringing the suit (“the plaintiffs”);
 - (ii) The parties against which the charges are brought (“the defendants”);
 - (iii) The JEC’s jurisdiction under which such dispute can be heard by the Judicial Commission;
 - (iv) The subject of the dispute;
 - (v) A succinct statement of the facts and the grounds on which the charge is based
 - (vi) a complete list of counts for which the candidate is indicted, including the rule, section and subsection of this Charter, the rule change, or governing law, which the candidate is alleged to have violated;
 - (vii) the contact information for the Chief Investigator, and an Assistant Investigator if applicable, in order to arrange for discovery; and
 - (viii) The remedy desired.

Section 70702. Initial Consideration Hearing

- (a) Within three (3) calendar days of the transmission of a indictment form from the Chief Investigator and Policy Commission, the Judicial Commission shall convene an Initial Consideration Hearing which shall be limited to whether the Judicial Commission should dismiss the indictment for being moot, improper, irrelevant, frivolous, or failing to comply with any appropriate rules of procedure or governing documents. A majority of the full Judicial Commission must concur in dismissal of an indictment during initial consideration.
- (b) Notwithstanding the forgoing the Judicial Commission shall not be precluded from waiving initial consideration in order to expedite proceedings beyond the procedures set forth by the Judicial Commission, so long as the guarantee of due process is not violated.
- (c) Participants
 - (i) The initial consideration hearing must be limited to
 - (1) all members of the Judicial Commission including *ex officio* members;
 - (2) the Chief Investigator;
 - (3) the JEC Counsel;
 - (4) the defendant against whom the complaint is levied;
 - (5) the counsel of choice of the defendant against whom the complaint is levied
- (d) Procedure
 - (i) At the initial consideration hearing, the indictment of the Chief Investigator shall be presented to the Judicial Commission with their written recommendation.
 - (ii) Following the presentation of the indictment by the Chief Investigator, the Judicial Commission shall, at the discretion of the presiding Judicial Commissioner, offer the defendant against whom the indictment is levied or their counsel of choice the opportunity to respond to the initial consideration of complaint.
 - (iii) The Judicial Commission may reserve time following the presentation of the indictment to question the Chief Investigator about the indictment’s potential mootness, impropriety, irrelevance, frivolity, or inconsistency with appropriate rules of procedure or governing documents.
- (e) Orders Related to Initial Consideration
 - (i) Indictments dismissed by the Judicial Commission as a result of an initial consideration hearing shall be disposed of by the Judicial Commission by written order.
 - (ii) Indictments not dismissed by the Judicial Commission as a result of an initial

consideration hearing shall proceed to full hearings on the merits of the indictment. Notice of full hearings shall be provided by the Judicial Commission by written order.

Section 70703. Prior to Merits Hearings

(a) Evidence of Defense

- (i) The indicted candidate or designee must provide all evidence in their defense, including a list of expected witnesses, to the Chief Investigator at least twelve (12) hours prior to the merits hearing.
 - (1) If any evidence is discovered after the twelve (12) hour deadline, it must be made available to the opposing party immediately.
 - (2) Admissibility for evidence submitted following this deadline, including additional witnesses, is up to the discretion of the majority of the Judicial Commission membership.

(b) Witnesses

- (i) Upon receiving the list of witnesses from all parties involved, the presiding Judicial Commissioner shall contact all witnesses prior to the merit hearing to detail their role in the process.

(c) Disclosure of Evidence

- (i) The Chief Investigator shall promptly disclose any evidence gained during their investigation to the indicted candidate no less than twelve (12) hours prior to the merit hearing,
 - (1) Any evidence not disclosed to the indicted candidate will not be admissible during the hearing.

Section 70704. Merits Hearings

(a) In General

- (i) The Judicial Commission shall decide the format and times of full hearings; but no party shall be deprived of any privilege accorded to any other party without due process.
- (ii) The indicted candidate must be provided with a copy of any evidence submitted along with the complaint, and a copy of the Chief Investigator's indictment.
- (iii) The Judicial Commission shall set deadlines by which no further oral or written evidence may be presented by a party; all other parties to the proceeding must consent to the introduction of new oral or written evidence after such deadlines.
- (iv) Should a party fail to appear before the Judicial Commission, or fail to defend its case, the other party may call upon the Judicial Commission to decide in favor of its claim. The Judicial Commission must satisfy itself that, not only it has jurisdiction to do so, but also that the claim is well-founded in fact and law.
- (v) Upon conclusion of all oral and written contributions of all parties in the full hearing of merit, the presiding administrative law judge shall declare the case submitted.
- (vi) No further oral or written contributions by any party may be submitted to the Judicial Commission, unless a majority of the Judicial Commission explicitly authorizes otherwise. The Judicial Commission shall specifically state the additional contributions desired from the parties in such a case.

(b) Procedure

- (i) Submission of briefs
 - (1) Once an indictment has been assigned to be heard in a merit hearing by the

full Judicial Commission, the Judicial Commission may require the named defendants of an indictment to file an answer to the indictment. The deadline for submission of an answer shall ensure that a required answer can be distributed to the members of the Judicial Commission before the full merit hearing on the indictment is held.

- (2) Information contained in the answer may assist the Judicial Commission in deciding its judgment.
 - (3) The answer shall take the form of either—
 - a) Responses, paragraph by paragraph, to every allegation contained in all parts of the indictment; or
 - b) A narrative format containing the defendants' own version of the facts that responds to all allegations contained in all parts of the indictment.
 - (4) Responses to indictments shall respond to the substance of the allegation by either—
 - a) admitting an allegation;
 - b) denying an allegation, with explanation thereof; or
 - c) declaring that the defendants can neither admit nor deny an allegation due to insufficient knowledge, with explanation thereof.
 - (5) Failure to address an allegation in an answer required by the Judicial Commission will be treated as an admission of that allegation as if it were fact. If the Judicial Commission does not require an answer from the defendants, allegations contained in the complaint are considered denied or avoided.
- (ii) General Format of Hearings
- (1) The general format of all oral proceedings in which the parties to a case shall participate, hereinafter "hearings," shall be as follows:
 - a) At the scheduled date and time, the presiding Judicial Commissioner shall call the Judicial Commission to order and open the meeting of the Judicial Commission, including naming the members of the Judicial Commission present and stating the order of cases to be heard at the meeting.
 - b) The presiding Judicial Commissioner shall then call the first case to be heard. The plaintiffs or their representatives, followed by the defendants or their representatives, shall introduce themselves to the Judicial Commission.
 - c) The presiding Judicial Commissioner shall acknowledge all parties or their representatives. Additionally, the presiding Judicial Commissioner shall confirm the issues being argued in front of the Judicial Commission and the respective order thereof for the hearing.
 - d) Once the Judicial Commission is ready, the plaintiff or representative arguing on behalf of the plaintiffs' case shall present their oral arguments.
 - e) Once the arguments for the plaintiffs' case has concluded, or the time allotted for the plaintiffs' case has expired, the defendant or representative arguing on behalf of the defendants' case shall

- present their oral arguments.
 - f) Once the arguments for the defendants' case has concluded, or the time allotted for the defendants' case has expired, the presiding Judicial Commissioner shall declare the hearing concluded and the case submitted.
 - g) The presiding Judicial Commissioner shall then proceed to the next case, and so on, until all scheduled cases and matters have been heard, upon which the presiding justice shall declare the Judicial Commission adjourned.
- (iii) Failure by a party to attend a scheduled hearing will not preclude the Court from hearing oral argument from the other party or amici curiae.
 - (iv) The Judicial Commission shall endeavor to reschedule hearings in the event all parties are unable to attend a scheduled hearing; but nothing in these rules of procedure shall preclude the Judicial Commission from deciding a case on the briefs.
- (c) Burden of Proof
- (i) The Judicial Commission shall find a candidate in violation only when the Chief Investigator has proven each and every element of the violation beyond a reasonable doubt.
- (d) Ruling Criteria
- (i) When the hearing has ended, the Commission shall recess and deliberate.
 - (ii) All votes must be decided by a majority vote.
 - (iii) The ruling for each charge must be given in the following form—
 - (1) Alleged Violation;
 - (2) Verdict; and
 - (3) Imposed Sentence.
- (e) Voting Threshold
- (i) A candidate will be found in violation only if a simple majority vote of the total Commission membership finds them guilty beyond a reasonable doubt.
- (f) Disclosure
- (i) If the candidate is found in violation, the Commission shall notify the candidate in writing.
 - (ii) The Chairperson shall make a public statement releasing information regarding the filed violation, the verdict with appropriate evidence, and the determined sentence.
 - (1) The public statement must be made between twenty-four (24) and thirty-six (36) hours following the decision, allowing the candidate time to appeal the decision if they so choose.
 - (2) If an appeal is made to the Student Court within the time allotted, no statement may be made until the final deliberation of the Student Court.
 - (iii) All other disclosure of matters regarding the hearing is at the discretion of the Commission.

Section 70705. Sentencing

- (a) If a candidate is found in violation of these Bylaws or Charter, for each count that the candidate is found in violation, they shall receive, for a violation of—
 - (i) Section 70704,
 - (1) two (2) penalties for between zero percent (0%) and 4.99 percent (4.99%) over the limit;

- (2) three (3) penalties for between five percent (5.0%) and 9.99 percent (9.99%) over the limit;
- (3) four (4) penalties for between ten percent (10%) and 14.99 percent (14.99%) over the limit; and
- (4) six (6) penalties for greater than fifteen percent (15%) over the limit.
- (ii) Section 70606, one (1) penalty per item missing a receipt.
- (iii) Section 70606, one (1) penalty per item missing proof.
- (iv) Section 70606, one (1) penalty per calendar day that the report is late.
- (v) Section 70611, one (1) penalty.
- (vi) Section 70611(f)(1) and Section 70611(f)(2), two (2) penalties per instance where consent is not given.
- (vii) Section 70613, two (2) penalties.
- (viii) Section 70614, three (3) penalties.
- (ix) Section 70615, two (2) penalties per incident of destruction.
- (x) Section 70616, three (3) penalties.
- (xi) Section 70616(a), three (3) penalties.
- (xii) Section 70617(b), six (6) penalties.
- (xiii) Section 70618, six (6) penalties.
- (xiv) Section 70619, six (6) penalties.
- (xv) Section 70620, six (6) penalties.
- (xvi) Section 70621, if because of a failure to comply with Section 70401, three (3) penalties.
- (xvii) Section 70621, if because of a failure to comply with Section 70602, two (2) penalties.
- (xviii) Section 70621, if because of a failure to comply with Section 70604, two (2) penalties.
- (xix) Section 70621, if because of a failure to comply with Section 70605, two (2) penalties.
- (xx) Section 70621, due to any reason not otherwise listed under Section 70806, one (1) penalty.

Section 70706. Sentencing via Ballot Content

- (a) All candidates sentenced to a penalty, but not disqualified from their election, will have their penalty totals featured on the ballot alongside their candidacy.
 - (i) For penalties that are distributed within a day of or during the election period, the Commission shall attempt to feature such on the ballot, but cannot guarantee of featuring such penalties due to their untimely distribution.

Section 70807. Disqualification

(a) Order of Disqualification

- (i) Any registered candidate who accumulates six (6) or more penalties during a given elections period must be disqualified, and the Commission shall issue the candidate an order of disqualification.
- (ii) Such order removes the candidate from the ballot, invalidates their election to office, and renders the candidate ineligible to be elected to any office during an election year in which they were disqualified.

(b) Barment from Office

- (i) If winning an election via write-in vote, any non-registered candidate who accumulated three (3) or more penalties during a given elections period will be

barred from taking office.

Section 70708. Right to Counsel

- (a) Any candidate has the right to appoint any enrolled student of the University to serve as their counsel in any matter before the Commission.
- (b) All Candidates are required to attain and identify their counsel when registering as a candidate.
 - (i) Failure to attain counsel or choosing to represent oneself shall not preclude a candidate from being registered and accessing all rights reserved for candidates.
 - (ii) In the event a candidate is indicted and has not attained or identified prior Counsel, Counsel shall be appointed for them with input from the Student Government Association Legislator General.
- (c) Counsel is considered an authorized agent and has the power to exercise any right, responsibility or duty otherwise retained by the candidate whom counsel represents.
- (d) These bylaws may not be construed to deny any individual or designee the ability to represent multiple candidates.

Chapter 708. Delegated Graduate Division Elections

Section 70801. Definitions

- (a) The following definitions shall apply to this Chapter, any rule changes, regulation when applicable, or any other official document created or used by any Student Government Association entity:
 - (i) DELEGATION PETITION. — The term “delegation petition” means a document requesting that a Graduate Division registered pursuant to Chapter 107 of the Bylaws, or section thereof, be permitted to administer the election of Student Government Association Senators representing the constituents of that Graduate Division. Delegation petitions must include at least the following items:
 - (A) the proposed date of the election the Graduate Division seeks to administer;
 - (B) the name of the Graduate Division or section thereof which would administer the election;
 - (C) a description of the election procedures to be used;
 - (D) evidence that the election will be conducted in a manner which is open, fair, and consistent with the Student Government Association Constitution, Student Government Association Charter, the Student Code of Conduct and the Statement of Student Rights and Responsibilities;
 - (E) the signature of the highest ranking officer of the Graduate Division named therein, if a section of a Graduate Division is named therein, the signature of the highest ranking officer of the section; AND
 - (F) the signature of the current occupant(s) of the Student Government Association Senate seat(s) named therein, if occupied.

- (ii) PETITIONING DIVISION. — The term “petitioning division” means a Graduate Division or section thereof which has submitted a delegation petition for consideration to the Student Government Association Senate. For the avoidance of doubt, a section of a Graduate Division must be a part of the government of that Graduate Division devoted to the administration of elections.
- (iii) PETITIONED SEAT. — The term “petitioned seat” means a Student Government Association Senate seat which is the subject of a delegation petition or resolution.
- (iv) DELEGATION RESOLUTION. — The term “delegation resolution” means a resolution by the Student Government Association Senate which adopts a delegation petition.
- (v) DELEGATION ORDER. — The term “delegation order” means an order issued by the Joint Elections Commission which shall have the full force of law with respect to the election of the Student Government Association Senate seats identified therein.
- (vi) AUTHORIZED DIVISION. — The term “authorized division” means a Graduate Division or section thereof which is authorized by a delegation order to administer the election of Student Government Association Senate seats named therein. For avoidance of doubt, the term “authorized division” is not mutually exclusive with the term “petitioning division.”
- (vii) DELEGATED SEAT. — The term “delegated seat” means an Student Government Association senate seat the election of which is to be administered by an authorized division pursuant to a delegation order. For the avoidance of doubt, the term “delegated seat” is not mutually exclusive with the term “petitioned seat.”

Section 70802. Delegation of Authority

- (a) Delegation orders, having the purpose and effect of delegating the authority to administer the election of petitioned seats to the petitioning division shall:
 - (i) Identify the petitioning division which is subject to the delegation order;
 - (ii) Identify the petitioned seats which are subject to the delegation order;
 - (iii) Notify the public and the petitioning division that:
 - (A) The delegation order will ordinarily be valid for one year, AND
 - (B) The conditions for termination of a delegation order under Section 70804 of the Bylaws;
 - (iv) Identify the petitioning division as an authorized division;
 - (v) Delegate under Article III, Section 1(d) of the Joint Elections Commission Charter all the functions of the policy commission to the authorized division as a division of the policy commission;
 - (vi) Identify the petitioned seats as delegated seats;

- (vii) Exempt candidates for delegated seats and authorized divisions from Part VII of the bylaws except Chapters 701 (the Joint Elections Commission Charter) and this Chapter, AND;
- (viii) Exempt candidates for delegated seats and authorized divisions from the jurisdiction of the Judicial Commission.

Section 70803. Review of a Delegation Resolution

- (a) Upon receipt of a delegation resolution, the Joint Elections Commission shall within five (5) days issue a delegation order authorizing the petitioning division to administer the election of the petitioned seats except as provided in subsection (b) of this Section.
- (b) The Joint Elections Commission shall not issue a delegation order if it finds any of the following:
 - (i) The petitioning division seeks to administer Student Government Association senate seats the constituencies of which are not identical to the constituency of the petitioning division, provided however that in making findings under this subsection when the petitioning division is a section of a Graduate Division, the Joint Elections Commission shall consider the constituency of the Graduate Division under which the section is organized.
 - (ii) The election procedure proposed by the delegation petition is not open, fair, and consistent with the Student Government Association Constitution, Student Government Association Charter, Student Code of Conduct, and the Statement of Student Rights and Responsibilities,
 - (iii) Granting the delegation order would pose a substantial risk that the election of the petitioned seats would not be conducted in accordance with the methods specified in the delegation petition
 - (iv) The election date specified in the delegation petition has passed, OR
 - (v) The delegation petition otherwise lacks any of the defining characteristics of a delegation petition.
- (c) In making findings under this section the Joint Elections Commission
 - (i) Must consider the following evidence:
 - (A) The delegation petition,
 - (B) The delegation resolution,
 - (C) Vote counts for the petitioned seats from the past three (3) Student Government Association elections,
 - (D) Vote counts for positions within the petitioning division from the past three (3) elections, if provided,
 - (E) Testimony from the signatories of the delegation petition, or sponsors and cosponsors of the delegation resolution, if provided,
 - (F) Procedural rules for elections for positions other than the petitioned seats within the petitioning division, if provided,
 - (G) Records of disputes regarding electoral process within the petitioning division during the past three (3) elections, if provided,

- (H) Testimony from any constituent of the petitioning division that elections administered by the petitioning division are closed, unfair, inconsistent with the Student Government Association Constitution, the Student Government Association Charter, the Student Code of Conduct, the Statement of Student Rights and Responsibilities, or otherwise improper, if provided;
 - (ii) May consider any other evidence deemed relevant;
 - (iii) Must state the basis for such a finding and the principal evidence relied on if the Joint Elections Commission does not issue the delegation order.
- (d) Findings by the Joint Elections Commission under this Section are reviewable de novo by the Student Court because improper refusal to grant a delegation order is an arbitrary and capricious decision, an abuse of discretion, and not in accordance with law governing the Joint Elections Commission.
- (i) The current occupants of the petitioned seats, the petitioning division, and the sponsor and cosponsors of the delegation resolution shall each have standing to file a Student Court case against the Joint Elections Commission for review of the Joint Elections Commission's findings under 70803(b).
 - (ii) For the avoidance of doubt, if, as a result of judicial review, the Student Court determines that the Joint Elections Commission erred in failing to issue a delegation order, the Student Court may compel the Joint Elections Commission to issue such an order.

Section 70804. Termination and Expiration of Delegation Orders, Notice by the Joint Elections Commission

- (a) Delegation orders shall terminate automatically,
 - (i) one year after they are granted,
 - (ii) if, after seven (7) days following the election date specified by the delegation petition, the delegated seat has not been filled,
 - (iii) if the delegated seat is filled and the senator occupying it resigns or is impeached and removed, OR
 - (iv) if the authorized division changes the election procedure to be used in the election for the delegated seat and fails to reinstate the original procedure either within twenty-four (24) hours following notice under subsection (b)(iv) of this section or prior to the election for the delegated seats, whichever is earlier.
- (b) The Joint Elections Commission shall notify a graduate division of the expiration of a delegation order pertaining to that division
 - (i) Thirty (30) days prior to the expiration of the delegation order under subsection (a)(i) of this Section,
 - (ii) Twenty-four (24) hours prior to the expiration of the delegation order under subsection (a)(ii) of this Section,
 - (iii) Immediately following the termination of the delegation order under subsection (a)(iii) of this Section, AND

- (iv) Immediately following any change to the election procedure to be used in the election for the delegated seats.

Section 70805. Records

- (a) The Joint Elections Commission shall retain a signed copy of each delegation order it issues for a period not less than two years from the date it is issued.
- (b) The Joint Elections Commission shall promptly notify an authorized division that a delegation order authorizing it has been issued and provide the authorized division a signed copy of that order

Chapter 709. Rulings, Judgments, and Orders of the Judicial Commission

Section 70901. Written Decisions

- (a) All substantive decisions of the Judicial Commission, including dismissal of indictments, shall be rendered in writing in the form of orders or judgments of the Judicial Commission, with copies distributed to the parties of the relevant case and made publicly available on the website of the JEC. Copies shall also be furnished upon the request of an officer of the Student Government Association.

Section 70902. Format of Written Decisions

- (a) All written decisions shall adhere to the format below:
 - (i) The written decisions shall contain a cover page that—
 - (1) Specifies the term and year in which the decision is issued;
 - (2) Specifies the names of the plaintiffs and defendants;
 - (3) Specifies the case docket number, and;
 - (4) Specifies the Judicial Commissioners before which the case was heard by.
 - (ii) The first page of the body of the written judgment shall contain a header that—
 - (1) Specifies the case docket number;
 - (2) Specifies the name of the case;
 - (3) Specifies the Judicial Commissioners before which the case was heard by, and;
 - (4) Specifies the date on which the final text of the written decision was issued.
 - (iii) The first line of the body of the written decision shall identify the Judicial Commissioner who drafted the written decision along with the Judicial Commissioners joining the decision of the Judicial Commission and, if necessary, which specific parts of the opinion they join, and the Judicial Commissioners dissenting from the decision of the Judicial Commission.
 - (iv) The opinion of the Judicial Commission shall then follow, organized by each issue or question;
 - (1) For each issue or question, only the reasoning which commands the concurrence of the majority of the members of the Judicial Commission shall be part of the opinion of the Judicial Commission;
 - (v) After the conclusion of the final issue or question, the decision of the Judicial Commission for all issues and questions shall be listed in an extended operative clause;
 - (1) Each decision of the Judicial Commission in which the majority of the

members of the Judicial Commission concur in, shall be stated with the vote result and the names of the Judicial Commission in favor and against the decision;

(2) Decisions of the Judicial Commission shall be organized in order of the issues or questions addressed in the opinion of the Judicial Commission;

(b) Dissents

(i) Any Judicial Commissioner who in whole, or in part, votes against any decision of the Judicial Commission shall be considered in dissent and may if they so choose attach a written dissent to the written decision of the Judicial Commission which shall follow the format of written decisions.

(ii) All dissents shall be attached at the end of written decisions.

(c) Templates

(i) The Judicial Commission may create and promulgate templates of written decisions consistent with the bylaws of the Joint Elections Commission.

Chapter 710. Appeals

Section 71001. Appellate Jurisdiction

(a) The Student Court shall exercise appellate jurisdiction over all appeals of decisions of the Judicial Commission.

Section 71002. Appeal Process

(a) Deadline

(i) A decision of the Judicial Commission may be appealed to the Student Court within forty eight (48) hours from the time the email was sent to notify them.

(ii) Otherwise, the decision of the Commission will prevail.

(b) Parties

(i) The appealing parties are limited to the complainant and the defendant involved in the original complaint.

(c) Filing

(i) The party appealing must file a petition with the Student Court stating the grounds of appeal.

(d) Hearing

(i) The Student Court shall determine whether all criteria for filing have been met within twenty-four (24) hours.

(ii) If the Student Court determines that all criteria has been met, then a hearing must be scheduled.

(iii) The defendant, complainant, members of the Commission, and members of the Student Court must be provided with a copy of the appeal complaint along with a notice of the date, time, and place of the hearing.

(e) Procedure

(i) The procedure of the appeal will be conducted according to the Bylaws of the Student Government Association.

Part VIII. Independent Initiatives

Chapter 801. Career Exploration Expo

Section 80101. Name, Purpose, and Goals

(a) Name

- (i) The name of the Independent Initiative planning group shall be “Career Exploration Executive Planning Committee”
- (b) Purpose
 - (i) The Career Exploration Expo Executive Planning Committee shall be responsible for collaborating with GW Center of Career Services to put on the Career Exploration Expo.
- (c) Goals
 - (i) To provide students the opportunity to explore career opportunities, meet prospective employers, and practice professional behavior.
 - (ii) To enhance students’ job search network;
 - (iii) To connect students with GW Alumni by coordinating with the Office of Alumni Relations;

Section 80102. Roles and Responsibilities

- (a) Executive Director
 - (i) Position shall be called the GW SGA Executive Director of Career Services
 - (ii) The Executive Director shall be the liaison between the Student Government Association and the GW Center for Career Services
 - (iii) Be in frequent communication with GW Center for Career Services;
 - (iv) Plan, manage, and support the event throughout with a focus on student experience;
 - (v) Brainstorm and implement event concepts and themes;
 - (vi) Maintain an operational budget and process invoices and payments;
 - (vii) Organize suppliers, caterers, students, volunteers, staff, and other event participants;
 - (viii) Coordinate the logistical elements of the event;
 - (ix) Research, book, and manage venues;
 - (x) Create a promotion plan and promote the event to members of the GW Community;
 - (xi) Set up and manage the registration for the event;
 - (xii) Create an agenda and run-down for the event;
 - (xiii) Conduct proper outreach to prospective employers; and
 - (xiv) Actively seek advice, opinions, and concerns from students and other members of the GW Community.
 - (xv) Select all members and establish all roles of the Career Exploration Expo Planning Committee
 - (1) Roles are not limited to number but can be added by the Executive Director on an as needed basis
- (b) Executive and Legislative Branch Liaison Members
 - (i) The President shall appoint one member of their cabinet that serves as a liaison between the Career Exploration Expo Planning Committee and the Executive Branch
 - (ii) The Vice President shall appoint one member of Senate Staff that serves as a liaison between the Career Exploration Expo Planning Committee and the Legislative Branch

Section 80103. Selection Process

- (c) Executive Director
 - (i) The Executive Director for the following year shall be selected by the Executive Director of the previous year
 - (ii) The Executive Director shall be a member of the Career Exploration Expo Planning Committee from the previous year to ensure a proper working relationship with the

- GW Center of Career Services
- (iii) The nomination from the Executive Director shall be submitted to the Presiding Officer of the Senate immediately following the conclusion of that year's Career Exploration Expo
- (iv) The nominated Executive Director shall be confirmed by the Senate with a $\frac{2}{3}$ majority of all Senators present and voting
 - (1) In the case where the Executive Director nominee does not pass than the Executive Director shall nominate a new Executive Director by the following full senate meeting

Section 80104. Finances

- (d) The Career Exploration Expo Planning Committee shall receive \$4,000 in funding pursuant to Section 50803 (a)(IV)
- (e) Finances received by the Career Exploration Expo Planning Committee shall be used at the discretion of the Executive Director for the execution of the Career Exploration Expo

Section 80104. Resources

- (f) The Career Exploration Expo Planning Committee Executive Director shall receive access to the Student Government Association office to conduct meetings and work on business in a central location
- (g) The Career Exploration Expo Planning Committee Executive Director shall have access to the Student Organization Resources room for printing of Career Exploration Expo Resources

Chapter 802. GW Palooza

Section 80201. Name, Purpose, and Goals

- (a) Name
 - (i) The name of the Independent Initiative planning group shall be "GW Palooza Executive Planning Committee"
- (b) Purpose
 - (i) The GW Palooza Executive Planning Committee shall be responsible for collaborating with GW Administration to put on the GW Palooza.
- (c) Goals
 - (i) To provide students the opportunity to foster broader campus community and spirit;
 - (ii) To enhance students' connection to each other and GW University;

Section 80202. Roles and Responsibilities

- (a) Executive Director
 - (i) Position shall be called the GW SGA Executive Director of GW Palooza
 - (ii) The Executive Director shall be the liaison between the Student Government Association and the relevant portions of GW administration
 - (iii) Be in frequent communication with relevant GW administrators;
 - (iv) Plan, manage, and support the event throughout with a focus on student experience;
 - (v) Brainstorm and implement event concepts and themes;
 - (vi) Maintain an operational budget and process invoices and payments;
 - (vii) Organize suppliers, caterers, students, volunteers, staff, and other event participants;
 - (viii) Coordinate the logistical elements of the event;
 - (ix) Research, book, and manage venues;
 - (x) Create a promotion plan and promote the event to members of the GW Community;

- (xi) Set up and manage the registration for the event;
- (xii) Create an agenda and run-down for the event; and
- (xiii) Actively seek advice, opinions, and concerns from students and other members of the GW Community.
- (xiv) Select all members and establish all roles of the GW Palooza Planning Committee
 - (1) Roles are not limited to number but can be added by the Executive Director on an as needed basis
- (b) Executive and Legislative Branch Liaison Members
 - (i) The President shall appoint one member of their cabinet that serves as a liaison between the GW Palooza Planning Committee and the Executive Branch
 - (ii) The Vice President shall appoint one member of Senate Staff that serves as a liaison between the GW Palooza Planning Committee and the Legislative Branch

Section 80203. Selection Process

- (c) Executive Director
 - (i) Nominees for the Executive Director for the following year shall be selected by the Executive Director of the previous year
 - (ii) Nominees for the Executive Director shall be a member of the GW Palooza Planning Committee from the previous year to ensure a proper working relationship with the GW Center of Career Services
 - (iii) The nomination from the Executive Director shall be submitted to the Presiding Officer of the Senate immediately following the conclusion of that year's GW Palooza
 - (iv) The nominated Executive Director shall be confirmed by the Senate with a $\frac{2}{3}$ majority of all Senators present and voting
 - (1) In the case where the Executive Director nominee does not pass than the Executive Director shall nominate a new Executive Director by the following full senate meeting

Section 80204. Finances

- (d) The GW Palooza Planning Committee shall receive \$3,000 in funding pursuant to Section 50803 (a)(IV)
- (e) Finances received by the GW Palooza Planning Committee shall be used at the discretion of the Executive Director for the execution of the GW Palooza

Section 80205. Resources

- (f) The GW Palooza Planning Committee Executive Director shall receive access to the Student Government Association office to conduct meetings and work on business in a central location
- (g) The GW Palooza Planning Committee Executive Director shall have access to the Student Organization Resources room for printing of GW Palooza Resources