

Statutes

Statutes to the Constitution of the Vanderbilt Student Government

Table of Contents

Title 1 – Cabinet Organization

Title 2 – Senate Organization

Title 3 – Programming Advisory Team Organization

Title 4 - VSG Committee Structure and Functioning

Title 5 – Election Rules and Regulations

Title 6 - Budget and Finance Rules

Title 7 – The Student Services Fee Committee

Title 8 – Miscellaneous Policies and Procedures

1.0 Cabinet Organization

1.1 Overall Cabinet Duties

1.1.1 The Cabinet shall be composed of the officers listed in the VSG Constitution including:

1. Chief of Staff
2. Treasurer
3. Attorney General

1.1.2 The Cabinet shall also include the following positions, which shall be appointed by the Student Body President and confirmed by the Senate:

1. Deputy Chief of Staff
2. Director of Public Relations
3. Director of Technology
4. General Secretary
5. Executive Assistant
6. Director of Human Resources
7. Director of Communications
8. Director of Campus Outreach
9. Director of Active Citizenship and Service
10. First Year Representatives (2)

1.1.3 Cabinet Officers are responsible for maintaining internal operations of VSG but are encouraged to take part in external capacities to further the VSG agenda. No Cabinet member may simultaneously hold the position of Senator, Committee Chair, or Executive Board member for the same term.

1.14 First Year Representatives (2)

1.14.1 The duties of the First Year Representatives:

1. Serves as the bridge between the first-year community and VSG
2. Assists Cabinet members in their various responsibilities, if needed
3. Organizes events and programs within the first year community on behalf of VSG

1.2 Chief of Staff

1.2.1 As written in the Constitution, the duties of the Chief of Staff shall be to:

1. To oversee the VSG cabinet
2. To manage and oversee the VSG budget
3. To serve as the chief representative of the Cabinet on the Executive Board
4. Provide resources and information to enable cabinet officers to perform their administrative tasks

1.3 Treasurer

1.3.1 The duties of the Treasurer shall be to administer and maintain the budget and oversee all spending transactions. The Treasurer shall:

1. Organize and propose the annual budget with the Student Body President, including the following information in a presentation to the Senate:
 1. Proposed allocations for that year for each line item
 2. Amount spent for that year for each line item
 3. Amount remaining for that year for each line item
 4. Allocations from last year's budget for each line item
 5. Expenditures from last year's budget for each line item, if possible
 6. Descriptions of expected expenditures for that year for each line item
 7. Estimated income for current year by source, if possible
 8. Cash on hand
2. Submit a report of all expenditures from the current month by all VSG departments to the Senate by the end of each month of the academic year.
3. Maintain the VSG Procurement Card (P-Card) and maintain PO and 1180 Disbursements
4. Work with VSG Financial Advisors and the Executive Board to monitor financial issues and process VSG operational and capital spending
5. Keep records of purchases and accompanying paperwork
6. Follow up with organizations receiving VSG Co-sponsorship funds to ensure the transfer of funds
7. Manage and approve reimbursement requests
8. Give budget reports to the VSG Senate each semester

1.4 Attorney General

1.4.1 The duties of the Attorney General shall be to:

1. To act as chief parliamentarian of VSG and ensure parliamentary procedure is followed at all times during Senate sessions
2. To serve as Sergeant-at-Arms during Senate sessions
3. To maintain a complete and accurate record of all resolutions which are formally considered by the Senate
4. To maintain a complete and accurate voting record at every Senate session
5. To make the voting record publicly available within twenty-four (24) hours of the end of every Senate session
6. To maintain the VSG Constitution and Statutes completely and accurately, in accordance with any and all amending resolutions, bills, or acts that are passed by Senate in concert with the Director of Technology. Amended versions of the VSG Constitution and Statutes must be posted online within 7 days.
7. To serve as chief advocate for the accused VSG Officer or Branch to the Judicial Court

8. To serve as the principal advisor to the VSG Executive Board and all represented branches on all issues regarding the Constitution, the statutes, and the Senate Internal Rules of Procedure. The Attorney General shall, upon request, deliver their written opinion to the requesting party.
9. To serve as the chief representative of the VSG Executive Board and all represented branches before the Judicial Branch.
10. To aid and inform any student on the proper legal procedures to challenge any VSG action in court. The Attorney General is barred from being informed of the formal arguments the requesting party will use in court. The Attorney General shall only provide counsel on the proper methods to file suit

1.5 Deputy Chief of Staff

1.5.1 The duties of the Deputy Chief of Staff shall be to:

1. Aid the Chief of Staff with management of the Cabinet as well as other special projects, events, and policy initiatives.
2. Fulfill the duties of the Chief of Staff when necessary, including being available for all VSG Executive Board meetings in the absence of the Chief of Staff.
3. Stand in for other Cabinet officers in their absence, particularly the Secretary.
4. Research Executive Board initiatives, incorporating data from university departments, Vanderbilt's peer institutions, and other sources as needed.
5. For initiatives that overlap between branches, it will be the Deputy Chief of Staff's position to administer and collect data. This data will be published on AnchorLink and accessible on the VSG Google Drive

1.6 Director of Public Relations

1.6.1 The duties of the Director of Publicity shall be to:

1. Manage publicity for all VSG events
2. Promote VSG to the Student Body and Vanderbilt Community
3. Manage all VSG relations with student media in conjunction with the Student Body President
4. Maintain the VSG calendar of events
5. Be responsible for creating and implementing all visual VSG PR and other forms of visual media.
6. Manage VSG Social Media

1.7 Director of Technology

1.7.1 The duties of the Director of Technology shall be to:

1. Maintain and update the VSG website
2. Maintain the VSG email listservs
3. Maintain the VSG office computers, networks, and printers

4. To maintain the structure of and access to the VSG cloud-based file storage and synchronization service
5. To maintain all VSG online services under the supervision of the Executive Board
6. To serve as a liaison between Vanderbilt ITS and VSG regarding technology issues

1.8 General Secretary

1.8.1 The duties of the General Secretary shall be to:

1. Take and keep accurate minutes of the proceedings of the VSG Executive Board, VSG Senate, including voting records and attendance of members in concert with the Attorney General.
2. Prepare reports for the VSG Executive Board
3. Attend all VSG meetings
4. Maintain the VSG office
5. Any other general administrative duties as determined by the VSG Executive Board

1.9 Executive Assistant

1.9.1 The duties of the Executive Assistant shall be to:

1. Play a supporting role for the members of the Executive Board and the Cabinet
2. Assist in Programming and Managerial Tasks
3. Accomplish objectives not formally assigned to other officers in VSG
4. Assist the Student Body President with any tasks necessary to achieve the President's agenda

1.10 Director of Human Resources

1.10.1 The duties of the Director of Human Resources:

1. Assist in VSG recruitment efforts throughout the year
2. Work with appropriate VSG members to facilitate appointed position applications
3. Facilitate a constructive feedback process for members of VSG
4. Assist the Chief of Staff in developing and implementing leadership and professional development opportunities for members of VSG
5. Act as an independent third party mediator in any personnel conflicts arising throughout the year.
6. Develop and manage a mentorship program open to all first-time VSG members.

1.11 Director of Communications

1.11.1 The duties of the Director of Communications shall be to:

1. Assist the Director of Public Relations with publicity for VSG events

2. Assist the Director of Public Relations with promotion of VSG to the Student Body and Vanderbilt Community
3. Be responsible for creating and implementing all forms of written VSG PR and other forms of written communication from the organization.

1.12 Director of Campus Outreach

1.12.1 The duties of the Director of Campus Outreach:

1. Facilitate communication between all branches of VSG, including the VSG Executive Board, and other student organizations
2. Serve as the liaison for VSG to other students, student organizations, and campus events
3. Helping make the resources of VSG more accessible to other student organizations
4. Ensuring that VSG remains accountable to the needs of the student body

1.13 Director of Active Citizenship and Service

1.13.1 The duties of the Director of Active Citizenship and Service:

1. Assist in VSG service efforts over the course of the academic year
2. Serve as liaison between the Cabinet and the Commons House Service Commissioners
3. Facilitate collaborative efforts between VSG and service organizations on the Vanderbilt campus
4. Act as representative of VSG to the Office of Active Citizenship and Service (OACS)
5. Lead VSG in campus-wide service initiatives as they see fit.
6. Lead efforts promoting active citizenship across campus over the course of the academic year

2.0 Senate Organization

2.10 Subpoena Power

2.10.1 The Senate shall have the power to subpoena any Vanderbilt Student Government officer, subject to a simple majority vote.

2.1 Composition of the Senate

2.1.1 The Speaker of the Senate shall serve as the presiding officer of the Senate, and coordinate all of its activities in addition to the duties enumerated in the VSG Constitution.

2.1.1.1 The Speaker of the Senate shall also serve as the chief representative of the Senate on the Executive Board.

2.1.1.2 The Speaker of the Senate shall vote on senatorial resolutions in the event of a tie.

2.1.1.3 The Speaker of the Senate shall each academic year appoint at least two Senators to a Budget Conference Committee to meet with the Treasurer and Student Body President prior to the legislative session in which that year's budget is being presented.

2.1.1.3.1 The Budget Conference Committee shall present a report – written or verbal – detailing any budget recommendations – including proposed amendments – during the legislative session in which the budget is being presented for Senators to consider prior to voting on the budget.

2.1.2 There should be a Deputy Speaker of the Senate who shall have the following duties.

2.1.2.1 The Deputy Speaker shall be elected within the first three sessions of the year, by the Senate body under the same voting procedure as the Speaker's election

2.1.2.2 The Deputy Speaker of the Senate shall preside over the Senate in the absence of the Speaker of the Senate.

2.1.2.3 The Deputy Speaker of the Senate shall be responsible for setting up the display of resolutions and presentations at Senate meetings.

2.1.2.4 The Deputy Speaker of the Senate shall assist the Speaker of the Senate in constructing the calendar of guest speakers for each Senate meeting.

2.1.3 There shall be twenty-two (22) Residential Senators

2.1.3.1 There shall be six (6) Residential Senators elected from the Martha Rivers Ingram Commons. First Year Senators shall serve as liaisons between VSG and the houses they represent. Senate representation within the Martha Rivers Ingram Commons shall be as follows:

- A. One (1) Senator for Murray and Crawford
- B. One (1) Senator for Sutherland and Stambaugh
- C. One (1) Senator for East and Memorial
- D. One (1) Senator for Hank Ingram
- E. One (1) Senator for Gillette
- F. One (1) Senator for North and West

2.1.3.2 There shall be the following elected Senators from upperclassmen areas as enumerated below:

- A. One (1) Senator for the Village at Vanderbilt University
- B. One (1) Senator for Morgan House Highland Quad
- C. One (1) Senator for Lewis House
- D. One (1) Senator for Chaffin Place and Mayfield Place
- E. One (1) Senator for Warren College
- F. One (1) Senator for Moore College
- G. Two (2) Senators for the Alumni Lawn Area (Cole, Tolman, McTyeire, McGill)
- H. Two (2) Senators for Branscomb Quad
- I. Two (2) Senators for Off Campus Housing
- J. One (1) Senator for Greek Housing and Blakemore
- K. One (1) Senator for E. Bronson Ingram College
- L. One (1) Senator for Nicholas S. Zeppos College
- M. One (1) Senator for Rothschild College

2.1.3.3 Senators representing upperclassmen residential colleges shall serve as liaisons between VSG and their respective college councils and shall act in accordance with the constitution of the colleges' governing councils

2.1.4 There shall be five (5) Academic Senators

2.1.4.1 First Year students are not eligible to serve as an Academic Senator, unless there is no interest from Upperclassmen.

2.1.4.2 There shall be two (2) Academic Senators elected from the College of Arts and Science

2.1.4.3 There shall be one (1) Academic Senator elected from each of the following:

- A. Peabody College of Education & Human Development
- B. The Blair School of Music
- C. The School of Engineering

2.1.5 Each Academic Senator shall serve as a liaison between VSG and their respective College Councils in the capacity of College Council Representative and shall act in accordance with the constitution of the colleges' governing councils in addition to the VSG Statutes and Constitution.

2.1.6 There shall be one (1) Transfer Student Senator elected from among the university's transfer student population and may be a second-year, third-year, or fourth-year student.

2.1.7 The Multicultural Leadership Council (MLC) and the Vanderbilt Interfaith Council (VIC) will each be awarded one non-voting member to the Senate for an academic year

1. Non-voting members are able to debate, write-legislation, and are granted full membership and privileges attached to being a VSG Senator, except for the ability to vote on legislation.
2. Non-voting members are subject to the same minimum GPA requirements, criteria for membership, and code of conduct of all other VSG officers.
3. Non-voting members must adhere to the expectations and requirements for membership in the Senate.
4. Non-voting members will carry the title "Representative"
5. The Presidents of the MLC and VIC will each nominate a member of their organization to serve as a non-voting member of the Senate to the Speaker of the Senate a week prior to the last scheduled senate session of the academic year.
6. The Senate must confirm the nominated individuals on the last scheduled Senate session of the academic year by a simple majority vote.
7. Non-voting members begin their role in the fall, alongside the first scheduled Senate session of an academic year.
8. If a representative resigns or is unable to fulfill their duties, the MLC or VIC President will nominate another member of their organization to fulfill the role, and the Senate will confirm the said individual by a simple majority vote.
9. Representatives shall not be considered when determining quorum.

2.1.8 All Senators shall be subject to the same minimum GPA requirements and criteria for membership as all other officers of VSG as prescribed in the Constitution, Article I Section III.

2.1.9 Given Administration plans to eliminate and build new residential areas, Senate seats shall be allocated as follows as construction progresses:

1. Seats belonging to recently demolished residences shall follow the numerical progression of the displaced residents (e.g., if one residential area increases by x as a result of the demolition of y, then the seat shall go to the former)
2. For the purposes of this protracted reallocation, the statistical average of senate representation should remain between 330-370 students.
3. Upon the demolition of Towers III & IV, one seat shall eventually be allocated for the Nicholas S. Zeppos Residential College upon completion, the other for Residential College B. In the interim, the Senate shall temporarily allocate the unattached seats according to the guidelines determined in subsections A and B

4. Upon the demolition of Towers I & II, one seat shall eventually be allocated for Residential College C upon completion. The other unattached seat shall be allocated by the Senate according to the guidelines determined in subsections A and B.
5. The Senate shall be charged with the continual reallocation of seats as the Administration finalizes and executes upon FutureVU plans.

2.1.10 No Senator may simultaneously hold the position of Cabinet member, Committee Chair, or Executive Board member for the same term.

A. the option for remote study for the corresponding academic year

2.1.11 There shall be a Senate Committee on Rules and Procedures (hereafter referred to as “the Committee”), which shall have the following duties:

2.1.11.1 The Committee shall compile and present omnibus statute changes when necessary.

2.1.11.2 The Committee shall review and recommend bills pertaining to the Statutes or Constitution, and further work with the Sponsors to ensure that the content of any proposed legislation is carefully tailored to meet the proposed objective and does not conflict with other provisions in the governing documents.

2.1.11.3 The Committee may construct and present articles of impeachment against any member of the Senate or Executive Board for neglect of office.

2.1.11.4 The Committee may compel any member of the Senate to testify before the Committee. Failure to comply may be considered neglect of office.

2.1.11.5 The Committee shall be chaired by the Deputy Speaker of the Senate and shall be made up of four other members of the Senate

2.1.12 Emergency Sessions

2.1.12.1 Emergency sessions of the Senate may be called by the Speaker or by petition of 50% + 1 of the Senate at any time provided at least forty-eight (48) hours’ notice.

2.1.12.2 If an Emergency Session is called by petition, the Speaker must schedule the emergency session within 72 hours of the request.

2.1.12.3 During emergency sessions, no business may be conducted outside of the meeting’s specific purpose.

2.2 Senate Town Halls

2.2.1 Senators will be required to host a town hall on at least one occasion per semester.

2.2.2 The Commons will be designated as a region for its own town hall meeting led by the first-year senators

2.2.3 The Town Halls will be organized by the Speaker of the senate in consultation with Academic and Residential Senators.

2.2.4 The term “Town Halls” can be substituted with “Listening Sessions”

2.3 Senate Liaisons to the Committee Branch

2.3.1 Senate Liaisons will serve as representatives between the Senate and the Committees to which they are assigned. Liaisons will be responsible for coordinating all initiatives and advocacy efforts between their respective Committees and the Senate. Senate Liaisons and corresponding Committee Chairs will discuss and set an expectation for which committee meetings the liaison will attend. Senate Liaisons will attend no less than one committee meeting per month.

2.3.2 Senate Liaisons will be responsible for the promotion of advocacy efforts within the Senate on issues relevant to their respective Committees.

2.3.3 All Senate Liaisons to standing and ad hoc committees will be selected via an application process at the beginning of the legislative year by the Speaker of the Senate, with the advice and consent of the Vice President. Nominated Liaisons will be presented to the Senate for confirmation at the next Senate session following the completion of the application process.

2.3.4 The Campus Services, Student Health and Wellness, Environmental Affairs and Facilities, Economic Inclusivity, and Student Organizations & Community Building Committees shall each have two Senate Liaisons. All other Standing and Ad Hoc committees shall have one Senate Liaison.

2.3.5 If a Senate Liaison is unable to fulfill these duties or vacates their seat within the Senate, the Speaker of the Senate will facilitate the selection of a replacement Liaison with the advice and consent of the Vice President as outlined in 2.3.3.

2.4 Nominee Confirmations

2.4.1 All positions in VSG that require confirmation by the Senate will be subject to the following requirements:

2.4.1.1 If an interview(s) took place during the nominee’s selection process, a summary of said interview(s) must be created by the interviewers and submitted, along with the nominee’s application, to the Director of Human Resources. The Director of Human Resources is then responsible for compiling the submitted documents into a single cohesive document, which is henceforth referred to as a confirmation packet. If the

Director of Human Resources is unable to perform this function, the Speaker of the Senate should compile the confirmation packet.

2.4.1.2 All voting and non-voting members of the Senate shall receive an electronic copy of the nominee's confirmation packet at least forty-eight (48) hours prior to the commencement of the meeting at which the confirmation vote is to take place.

2.4.1.3 The Director of Human Resources must submit all confirmation packets electronically to the Speaker of the Senate no less than seventy-two (72) hours prior to the commencement of the meeting at which the confirmation vote is to take place. If the Director of Human Resources is unable to perform this, the nominator is responsible for submitting the materials directly to the Speaker of the Senate.

2.4.2 The nominee subject to confirmation by the Senate must be present at the time of confirmation to answer any and all technical questions about one's plans, qualifications, and additional relevant questions pertaining to the confirmation process.

2.4.2.1 If the nominee cannot be present at the specified Senate session the nominee may designate a proxy to speak on the individual's behalf, provided that the nominee has informed the Speaker of the Senate of the proxy at least 24 hours in advance of the specified Senate session.

2.4.3 If any of the requirements in 2.4.1 and 2.4.2 are not met, the resolution nominating said individual shall be tabled until such time as all requirements in 2.4.1 and 2.4.2 are met.

2.4.3.1 It is possible for multiple nominees to be included in one confirmation resolution, but the condition in 2.4.3 must be satisfied for each individual nominee.

2.5 Notification of Pending Resolutions

2.5.1 All voting and non-voting members of the Senate shall receive an electronic copy of any pending resolutions at least forty-eight (48) hours prior to the commencement of the meeting at which they are to be presented.

2.5.2 All resolutions are to be submitted electronically to the Speaker of the Senate no less than seventy-two (72) hours prior to the commencement of the meeting at which they are to be presented.

2.5.3 All resolutions are to be published on the Vanderbilt Student Government Anchor Link site no less than forty-eight (48) hours prior to the commencement of the meeting at which they are presented.

2.6 Permissible Voting Methods

2.6.1 Votes in the VSG Senate shall consist of only three (3) types: aye (affirmative), nay (negative), or abstain. An 'aye' vote shall indicate approval, 'nay' disapproval, and 'present'

shall indicate a preference to not pass judgment on the motion. If a member deviates from these approved types of vote, the Attorney General shall request a clarification of the voting intentions of the body member.

2.6.2 Passage of motions, resolutions, *et cetera* shall be determined based upon the total number of voting members physically present, regardless of the member's vote. Duly recognized proxies shall also be included in the total number of members present, and it is the duty of a proxy to honor the voting intentions of the member for whom they are voting. In the case of a vote to 'abstain,' the vote shall count toward neither the affirmative nor negative total, but shall still count towards the member count.

2.6.3 For any vote to occur, a quorum of 2/3 of the Senate must be present

2.7 Veto Procedure

2.7.1 The Student Body President must sign or veto each piece of legislation within thirty calendar days of the passing of the legislation in question in the VSG Senate.

2.7.2 If the legislation is vetoed, the Student Body President must notify the members of the VSG Senate within twenty-four (24) hours of the decision.

2.7.3 If the Student Body President fails to act on the passed piece of legislation within the previously stated time period, the legislation in question is signed by default.

2.8 Attendance

2.8.1 Senators are required to attend all legislative sessions, unless in the event of an excused absence. An absence is excused if the Senator (a) will be absent per university obligation with proof and notifies the Speaker of the Senate by 7pm on the Sunday before the legislative session or (b) will be absent due to illness or extenuating circumstances at the discretion of the Speaker of the Senate and notifies the Speaker before the legislative session. All other absences from legislative sessions are unexcused.

2.8.2 Senators are expected to send proxies in their place for all absences or early departures from legislative sessions and notify the Speaker of the Senate by 7pm on the Sunday preceding the legislative session of their intent to send proxies in their place.

2.8.3 The Speaker of the Senate shall ask for the resignation of any Senator who has reached one of the following combinations of absences from legislative sessions in an academic year:

- a. Three (3) unexcused absences with proxy
- b. Two (2) unexcused absences without proxy
- c. Three (3) excused absences without proxy
- d. Three (3) unexcused early departures without replacement by proxy

2.8.3.1 Should a Senator not resign within one week of receiving the request by the Speaker of the Senate, the Chief Justice of the Judicial Court shall initiate an investigation into the Senator pursuant to Article IX, Section 1, Clause 3 of the VSG Constitution and present its findings at the next Senate legislative session after completing the investigation. If 2/3 of the Senate votes to remove the Senator upon receiving the Judicial Court investigation, the Senator will be immediately removed from office pursuant to Article IX, Section 1, Clause 4 of the VSG Constitution.

2.9 Documentation of Senate Sessions

2.9.1 The General Secretary shall take detailed minutes of the proceedings of the VSG Senate including debate of any resolutions, significant motions, voting records, and upcoming events as prescribed by their duties in Statute 1.8.1.

2.9.2 The General Secretary and the Attorney General shall publish these minutes to the VSG Anchor Link site within 24 hours of the legislative session.

2.9.3 If the General Secretary is absent from a formal meeting of the VSG Senate, the Chief of Staff shall appoint another Cabinet member to take minutes.

2.9.4 If and only if the General Secretary is unable to take minutes, then window for the minutes to be published to Anchor Link expands to with 72 hours of the legislative session.

2.10 Subpoena Power

2.10.1 The Senate shall have the power to subpoena any Vanderbilt Student Government officer, subject to a simple majority vote.

3.0 Programming Advisory Team Organization

3.1 Programming Advisory Team Duties and Responsibilities

3.1.1 The Programming Advisory Team shall be led by the Director of Programming as outlined in the VSG Statutes. The Programming Advisory Team will be considered members of the VSG Cabinet and report to the Chief of Staff.

3.1.2 The Programming Advisory Team shall also include the following positions, which shall be appointed by the Student Body President and confirmed by the Senate

3.1.2.1 Programming Coordinators, the number of which and areas of responsibility shall be enumerated in Section 3.2 of the VSG Statutes

3.1.3 Programming Advisory Team members are primarily responsible for maintaining the programming operations of VSG.

3.2 Programming Advisory Team Membership

3.2.1 The Director of Programming shall lead the Programming Advisory Team meetings and direct the Programming Advisory Team's efforts and duties.

3.2.2 The Programming Advisory Team shall meet on a regular basis and shall consist of the following individuals:

1. The Director of Programming
2. Two Programming Coordinators responsible for assisting the Director of Programming

3.3 Programming Advisory Team Responsibilities

3.3.1 The Programming Advisory Team will be enumerated the following responsibilities in VSG:

1. To oversee and manage all VSG internal programs
2. To oversee and manage all VSG external programs
- ~~3.~~ To create VSG Co-Sponsorship recommendations for approval by the VSG Executive Board, barring violation of the statutes, in which case the Attorney General will prevent approval
4. To facilitate VSG campus wide study breaks in conjunction with the Undergraduate Honor Council
5. To handle all VSG catering for any event
- ~~6.~~ To serve as the liaison to the Vanderbilt Programming Board

3.4 The Director of Programming

3.4.1 The duties of the Director of Programming shall be:

1. To oversee the VSG Programming Advisory Team.
2. To manage and oversee the VSG Programming Budget.
3. To advise the Executive Board on programming initiatives and provide updates on the business of the Programming Advisory Team.
4. To provide resources and information to enable Programming Advisory Team officers and Residential Senators to perform their programming tasks
5. To assist in VSG in serving as the liaison between VSG and the Vanderbilt Programming Board
6. To plan and implement catering for VSG events
- ~~7.~~ To plan external programming events for VSG

3.5 The Programming Coordinator

3.5.1. There shall be two (2) Programming Coordinators serving on the Programming Advisory Team.

3.5.2. Programming Coordinators shall be responsible for the following activities:

1. To serve as the bridge between the Residential Senators and the Director of Programming in the programming responsibilities associated with the position
2. To attend VSG Programming Advisory Team meetings
3. To assist with the duties of the Director of Programming when necessary

3.5.3 The Programming Coordinators shall be appointed at the same time as the Cabinet members and Chairs of the VSG Standing Committees

3.5.4 Programming Coordinators shall meet all other requirements and qualifications to serve as a member and officer of Vanderbilt Student Government.

4.0 VSG Committee Structure and Functioning

4.1 Standing Committees

4.1.1 Campus Services; Athletics; Public Safety and Transportation; Academic Affairs; Student Health and Wellness; Diversity and Inclusion; Environmental Affairs and Facilities; Student Organizations and Community Building; Vanderbilt Sexual Assault Awareness and Prevention; Economic Inclusivity; and Executive Steering shall all be Standing Committees as governed by Article VI of the Constitution.

4.2 Campus Services

4.2.1 There shall be a Campus Services Committee, whose duties shall include:

- ~~1.~~ To coordinate all VSG initiatives that fall within the Division of Administration departments of Business Services and Central Administration, including Campus Dining, Mail Services, Printing Services, Bookstore and Commodore Card Office.
2. To voice student concerns regarding any other on-campus services
3. To voice student concerns and suggestions regarding any other on-campus or off-campus services
4. To coordinate all VSG initiatives relating to Vanderbilt Business Services unless they fall under the purview of another VSG Committee
5. To act as the first-line of report for student feedback, to direct students to resources on campus, and to enact tangible change
6. To build a relationship between VSG and vendors in the Nashville community
7. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.3 Athletics

4.3.1 There shall be an Athletics Committee, whose duties shall include:

1. To assist with all VSG activities regarding Vanderbilt University Athletics, and the Student Athletics Advisory Board
2. To serve as the primary liaison between VSG, Vanderbilt University Athletics, the Vanderbilt Recreation and Wellness Center, and student athletes
3. To foster and expand school spirit
4. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.4 Public Safety and Transportation

4.4.1 There shall be a Public Safety and Transportation Committee, whose duties shall include:

1. To lead VSG efforts regarding ride-share and transportation off campus
2. To coordinate all VSG initiatives that fall within the Division of Administration departments of Public Safety and Mobility, including the Police Department, Emergency Management, Parking Services, & Vandy Ride and Transportation and Mobility, including the MoveVU program.
3. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.5 Academic Affairs

4.5.1 There shall be an Academic Affairs Committee, whose duties shall include:

1. To assist with all VSG activities regarding the University Registrar and Enrollment Management Systems (EMS), Course Evaluation System, and Course Management System (CMS)
2. To work with the undergraduate schools in communicating academic policies, procedures, and regulations to the undergraduate community
3. To assist with all VSG activities relating to the Global Education Office (GEO) and Vanderbilt Study Abroad opportunities, activities, and development
4. To work with the Undergraduate Honor Council and appropriate University administrators in promoting academic integrity
5. To facilitate a process by which student concerns and grievances can be represented to the proper administrators, department heads and faculty.
6. with all VSG efforts relating to Immersion and the Office of Immersion Resources
7. To assist with VSG efforts in providing graduate school exam preparation and test facilitation on campus
8. Manage and organize all logistics associated with the Adriel Bineza Graduate and Professional School Equity Fund, including annual revision of the award and establishment of award criteria.
9. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.6 Student Health and Wellness

4.6.1 There shall be a Student Health and Wellness Committee, whose duties shall include:

1. To assist in University efforts in tackling alcohol abuse and encouraging responsible behavior
2. To assist in University efforts in reducing substance abuse and improving awareness on campus
3. To serve as the primary liaison between VSG and the University Counseling Center (UCC)
4. To assist in University efforts to improve mental health awareness and programming as well as increase publicity of campus resources
5. To serve as the primary liaison between VSG and the Center for Student Wellbeing (CSW) to increase publicity efforts, collect and give feedback on student needs, and assist with programming
6. To serve as the primary liaison between VSG and the Student Health Center (SHC)
7. To promote education and awareness about opportunities facilitated by the Women's Center
8. To work with appropriate University administrators relating to student health and wellness
9. To address and carry out additional initiatives regarding health and wellness
10. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.7 Diversity and Inclusion

4.7.1 There shall be a Diversity and Inclusion Committee, whose duties shall include:

1. To assist in advocating for diversity and multicultural issues to the University community.
2. To assist in University efforts to promote campus unity and community building through developing campus activities that bring the undergraduate community together.
3. To assist in efforts ensuring the views of the diverse student population and student groups are properly represented within VSG.
4. To support student activism.
5. To serve as VSG's liaison to the Interfaith Council.
6. To lead VSG's efforts in voicing and raising awareness about the unique concerns of international students to the University.
7. To actively reach out to and collaborate with ISSS, ISSS-AB, VISA, ISC, and any student organization whose mission includes supporting international students.
8. To foster community building between domestic and international students and cultivate international student representation in the Vanderbilt community.
9. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.10 Environmental Affairs and Facilities

4.10.1 There shall be an Environmental Affairs and Facilities Committee whose duties shall include:

1. To promote environmental affairs and sustainability on campus
2. To assist with sustainability awareness and education on campus
3. To assist and operate the Vanderbilt Green Fund in conjunction with Students Promoting Environmental Awareness and Responsibility (SPEAR) as governed in the “Vanderbilt Green Fund Operating Contract”
4. To serve as a liaison to environmental student organizations on campus and Vanderbilt University Sustainability and Environmental Management Office (SEMO)
5. To work with the Administration on things related to the BlueSky Vision and other FutureVU efforts that relate to sustainability
6. To assist with VSG activities involving the Office of Plant Operations and outdoor projects of the Office of Campus Planning & Construction
7. To serve as the VSG liaison with the Offices of Plant Operations and Campus Planning & Construction on facility related projects
8. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.11 Student Organizations and Community Building

4.11.1 There shall be a Student Organizations and Community Building Committee whose duties shall include:

1. Assist in connecting VSG to student groups and organizations on campus in an effort for VSG to fully support its students year-round
2. Enhance committee involvement with partner organizations on campus
3. Organize VSG involvement in other student organizations through the needed means in a timely and efficient manner
4. Assess how VSG can better support its students and keep the student body updated on VSG initiatives
5. Ensure that all parts of campus, including student organizations, have the resources and information necessary to get involved in VSG
6. Ensure that all parts of campus, including student organizations, are able to speak about what policies need to be considered by ~~made in~~ VSG
7. To assist in University efforts to promote campus unity and community building through developing campus activities that bring the undergraduate community together.
8. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.12 Vanderbilt Sexual Assault Awareness and Prevention

4.12.1 There shall be a Vanderbilt Sexual Assault Awareness and Prevention (VSAP) Committee whose duties shall include:

1. To lead VSG efforts regarding awareness and prevention of sexual assault and other forms of intimate partner violence.
2. To collaborate with other student organizations whose mission includes sexual assault awareness and prevention.
3. To assist with VSG activities involving the Project Safe Center
4. To advise institutional efforts regarding awareness and prevention of sexual assault and other forms of intimate partner violence
5. To serve as a student perspective in any policy revision work relating to sexual misconduct or intimate partner violence
6. To serve as VSG liaisons in all matters regarding Title IX, sexual assault, and intimate partner violence
7. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.13 Economic Inclusivity

- 4.13.1 There shall be an Economic Inclusivity Committee which shall be empowered to:
1. Coordinate all VSG initiatives relating to economic inclusivity.
 2. Serve as the primary liaison between VSG and Experience Vanderbilt.
 3. Assist in any and all University and VSG initiatives regarding economic inclusivity, unless the aforementioned initiative has been specifically delegated to or taken up by another VSG Committee.
 4. Assist other committees in developing initiatives pertaining to financial barriers for students
 5. Organize all logistics associated the Vanderbilt Student Leadership Award including annual revisions to the award and establishment of award criteria.
 6. To assist with expanding the Internship Transportation initiative, providing funding for students eligible for need-based financial assistance to get to their internships.
 7. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.14 Executive Steering

- 4.14.1 There shall be an Executive Steering Committee which shall be empowered to:
1. Lead internal review efforts for the Vanderbilt Student Government and shall be empowered to propose any solutions to address results of reviews.
 2. Advise the Executive Board, Senate, Cabinet and all other VSG officers on internal VSG reforms and operating procedures.
 3. Assist the Executive Board in strategic planning initiatives relating to the future of the organization.
 4. Review, in conjunction with branch heads, turnover proceedings.

5. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate

4.15 News, Publications and Advertising

4.15.1 There shall be a News, Publications and Advertising Committee which shall be empowered to:

1. This committee shall be jointly responsible to the Director of Public Relations and the Director of Communications instead of the Vice President as outlined in 4.16.2.
2. Assist the Executive Board, Senate, Cabinet, and all other VSG officers in informing the Vanderbilt student body of VSG events, initiatives, and select information.
3. Employ all existing resources to coordinate and communicate VSG announcements, promotions, and events across multiple platforms.
4. Maintain VSG's consistent presence in the Vanderbilt community.
5. The creation and administration of student opinion polls on a regular basis.
6. Publish a detailed report of VSG's Initiatives and updates as deemed necessary by the Student Body President.
7. This report will be published on an annual or semi-annual basis at the discretion of the Student Body President.
8. At least two (2) physical copies of the report will be produced, with one (1) being delivered each to the Dean of Students and VSG's Cabinet.
9. Purchase physical and digital media in accordance with Student Affairs guidelines.
10. Shall be entitled to the annual allocation of an amount greater than 1% of the total VSG budget.
11. To work with the respective Senate Liaison to coordinate all initiatives and advocacy efforts between the Committee and the Senate.

4.16 Ad Hoc Committees

4.16.1 The VSG Student Body President may form Ad Hoc Committees at any time according to the guidelines set forth in Article VI of the Constitution. Ad Hoc Committees are subject to all rules and guidelines for Standing Committees, unless otherwise stated by the Constitution or Statutes.

4.17 Membership and Governance

4.17.1 Any undergraduate student is eligible to serve as a member of any Standing or Ad Hoc Committee, unless otherwise stated in the Constitution or Statutes. It is also possible for an undergraduate to be a member of multiple committees, so long as they apply for each position individually.

4.17.2 All Committees shall be directly responsible to the Vice President.

4.17.3 Committees shall be filled according to procedures established by the Vice President and approved by a majority of the Executive Board.

4.17.3.1 This process should include at minimum an application, but may include additional requirements such as an oral interview or letters of recommendation.

4.17.3.2 This process should be completed no later than three weeks after the Fall Senatorial election. However, the Vice President may hold multiple rounds of applications, such as one before the Senatorial election and one after.

4.17.4 The Multicultural Leadership Council (MLC) and the Vanderbilt Interfaith Council (VIC) will each receive a designated liaison to the Diversity and Inclusion Committee

4.17.4.1 The Presidents of the MLC and VIC will each appoint one member of their organization to serve in the liaison role. This member must be in good standing with either the MLC or VIC.

4.17.4.2 Liaisons to the MLC and VIC will be granted membership into VSG, meaning they are required to be of good academic standing, and are required to fulfill all obligations and requirements set to be an officer of the Vanderbilt Student Government.

4.17.4.3 Liaisons to the MLC and VIC will be appointed by the Presidents of the respective organization and installed into the committee in collaboration with the Diversity and Inclusion committee chair and the VSG Vice President

4.17.4.4 Liaisons to the MLC and VIC are not subject to Statute 4.15.3

4.17.4.5 Liaisons to the MLC and VIC will be installed into their committees in the Fall semester and serve a full term.

4.17.4.6 In the event liaisons are unable to fulfill a full academic year, the MLC or VIC President will once again go through the process listed in Statute 4.15.4.3

4.18 Committee Chair Selections

4.18.1 Each VSG Committee is to be chaired by an undergraduate student to be appointed by the Student Body President and confirmed by a simple majority vote of the Senate as enumerated in Article VI of the VSG Constitution. No Chair may simultaneously hold the position of Cabinet member, Senator, or Executive Board member for the same term.

4.18.1.1 The Diversity and Inclusion Committee Chair must be appointed in a joint effort between the Student Body President and the Multicultural Leadership Council President, with strong consideration of previous involvement in a Multicultural Leadership Council organization.

4.18.1.2 The Economic Inclusivity Committee Chair must be appointed in a joint effort between the Student Body President and a representative of Experience Vanderbilt.

4.18.2 If a Chair position is vacated at any point throughout the year, it is up to the Vice President to choose a replacement. This process should include at least a formal application, but may include other requirements such as a recommendation from the outgoing Chair.

4.19 Provision of Committee Reports

4.19.1 Committee Chairs for all Standing and Ad Hoc Committees shall be responsible for publishing committee reports to VSG Anchor Link site on a regular basis, but at least monthly, as determined by the Vice President. These reports shall consist of recently accomplished, current, and proposed initiatives and any other information that a Chair deems pertinent. At least one report per month shall then be distributed to Senators, according to the procedures set out in Articles 2.5 for distributing resolutions. This process shall be jointly executed by the VSG Vice President and the VSG Speaker of the Senate.

5.0 Election Rules and Regulations

5.1 The Elections Commission

5.1.1 All Elections shall be supervised by the Elections Commission, composed of:

1. The Elections Commission Chair, who shall be nominated by the Judicial Court and approved by two-thirds (2/3) of the Senate at penultimate Senate meeting of the spring semester
2. No more than four at-large members who shall be nominated by the Elections Commission Chair and shall be subject to approval by a simple majority of the Senate in the last meeting of the spring semester.
3. From the aforementioned at-large members, the Elections Commission Chair shall designate two for the responsibility of Election Publicity, one for the management of special elections, and one for the management of election endorsement forms.

5.1.2. The Elections Commission shall have the following duties:

1. To oversee all VSG elections
2. To publicize the status of all VSG elections to the undergraduate student body no later than twenty-four (24) hours after any changes are finalized, including but not limited to the start of Campaign Period, the opening of voting, election halts, postponements, campaign suspensions, or disqualifications.
3. To publicize all VSG elections results to the undergraduate student body within twenty-four (24) hours of polls closing
4. To interpret the Constitution and Statutes relating to actions made by candidates during the election process

5. To establish clear campaigning rules which are consistent with the guidelines and rules prescribed by the VSG Constitution and Statutes
6. To hold a mandatory general interest meeting before every election. If an interested student cannot attend such a meeting, they cannot run unless due to extreme circumstances or a university commitment that they notify the Elections Commission Chair of before the second meeting.
7. To provide for neutral voting spaces during all VSG election periods.
8. To enforce all election regulations and guidelines prescribed by the VSG Constitution and Statutes
9. To request the submission of all VSG election budgets by all candidates to the Elections Commission as stipulated by 5.5.5
10. To provide all information pertinent to the campaign finance reimbursement process to candidates running for elected positions.
11. To maintain and publicly promote a nonpartisan candidate database during each VSG election as stipulated by 5.1.4
12. To publish and make publicly available the official election rules packet no later than 11:59 on the first day of the Campaign Period for all VSG elections
13. To facilitate and publicize a pathway to public communication with the Commission during VSG elections, either directly or through a proxy

5.1.3 Membership Requirements of the Elections Commission shall be as follows:

1. No student may concurrently serve on the Elections Commission and the VSG Executive Board.
2. Members of the Elections Commission are subject to the same responsibilities and requirements as other VSG Officers, including the minimum GPA rules prescribed by the Constitution.
3. Members of the Elections Commission shall be permitted to hold other positions within VSG provided that participation does not prevent their ability to perform their duties.
4. Members of the Elections Commission shall not be candidates in any election which the Elections Commission oversees nor be permitted to publicly support any candidates.
5. There shall be no term limits for members of the Elections Commission and all members must reapply each term.

5.1.4 Should an Elections Commission Member reach a vote of no confidence or experience failure of either the duties of office or requirements of eligibility, the individual in question will be subject to the same removal process laid out in the VSG Constitution Article IX, Section II.

1. Should the individual in question be the Elections Commission Chair, an investigation shall be subject to the procedures outlined in the VSG Constitution, Section II, Clause 1b.

5.1.4.1 Creation and maintenance of the Elections Commission Nonpartisan Candidate Database (NCD):

2. The Elections Commission shall create, maintain, and solely promote a public database of all candidates for each VSG election that must be completed and made available to the public no later than 11:59 on the first day of the Campaign Period.
3. This NCD shall aggregate information about all candidates running in a given VSG Election, including but not limited to names, platforms, and any other information deemed relevant by the Commission.
4. At twenty-four (24) hour intervals, the Elections Commission and Director of Communications shall send an email updating the student body on election information, including but not limited to town halls, debates, other events of usefulness or note, most recently submitted campaign budgets, changes in voting procedure, and campaign violations of any magnitude,
5. Campaigns may request amendments to the NCD's contents through contact with the Elections Commission. The Commission must accept or reject the request and update the NCD accordingly no more than twelve (12) hours after receiving the request for amendment.

5.1.5. Should there be a temporary vacancy on the Elections Commission during a VSG election, a member of the judicial court shall temporarily fill the opening for the duration of the election, the member decided by joint council of the remaining Elections Commission and Chief Justice who shall then inform the Speaker of the Senate of their choice.

5.2 Election of the Student Body President and Vice President

5.2.1 Elections for Student Body President and Vice President shall be on a ticket system, and undergraduate students will be able to vote from teams of paired Presidential and Vice Presidential candidates.

1. Potential candidates for Student Body President and Vice President must be enrolled and physically present at Vanderbilt University during the semester of the appropriate Spring Election, and must additionally be an Undergraduate student for the entire duration of the term for which they are running, in order to be eligible to run.
2. Candidates for Student Body President and Vice President may not have been previously registered as a staff member on any other Presidential ticket in the same election cycle.

5.2.2 Elections shall be held during the spring semester. The dates of the election shall be determined by the Elections Commission Chair in consultation with the VSG President and VSG Advisors within the following parameters:

1. A preliminary interest meeting shall be held no less than 2 weeks before the candidate declaration meeting in order to explain procedures, rules, and expectations regarding the Student Body President and Vice President electoral process.
2. The candidate declaration meeting is to be held two weeks after the aforementioned preliminary interest meeting. This meeting is to explain the procedures, rules, and expectations regarding the election process.
3. Candidates shall submit the names of their campaign staff no later than two weeks after the candidate declaration meeting.
4. The Campaign Period shall officially begin at 8:00 a.m. on the Monday immediately following the undergraduate Spring Break, or at the discretion of the Elections Commission should Spring Break not occur.
5. The General Election shall take place from 8:00 a.m. exactly one week on the Monday after the beginning of the Campaign Period through 12:00pm on the Wednesday that same week. Election results will be announced in a timely manner on that same day.
6. A Runoff Election, if warranted, shall take place the same week on Thursday from 8:00am through 8:00am Friday. Election results will be announced in a timely manner on that same day.
7. The entirety of the Campaigning Period shall not last more than 1.5 weeks.

5.2.3 The election for Student Body President and Vice President shall be the one university-wide VSG election, and a duly-elect ticket must win over 50.0% of the votes in the General Election or if neither ticket receives over 50.0% of the votes, the Run-off Election.

5.2.4 A Presidential ticket may create a campaign staff to aid the candidates prior to and during the Campaign Period. All tickets must submit a list of the members of its campaign staff to the Elections Commission along with the Ballot Access Petition.

1. Recruitment of potential campaign team members may begin prior to the Campaign Period.
2. Campaign staff shall consist of no more than 25 Vanderbilt undergraduate students, one of whom must be designated as the Campaign Manager.
3. Campaign staff members shall be allowed to assist the candidates in the decision-making process and have the primary responsibility of actively contributing to the content of the campaign (i.e. platform, website, PR, slogans). They shall fully adhere to all regulations and rules in Title V of the VSG Statutes.
4. Candidates shall be personally responsible for any campaign violations resulting from the actions of campaign staff members.
5. Individuals who are not a member of any campaign staff may assist with the sole purpose of designing or constructing campaign PR (i.e. painting banners) beginning with the Candidate Declaration meeting and shall not be allowed to contribute or be privy to the content or decision-making processes of a campaign until the official campaigning period begins.
6. Campaign staff shall not be permitted to meet as a whole prior to submitting their formal campaign staff.

7. Campaign staff shall not include any sitting member of the Executive Board, unless the member is included on the ticket as one of the two running mates.

5.2.5 Should a Runoff Election be warranted, it shall occur according to VSG Statute 5.2.2.6.

1. If a ticket does not reach the 50.0% threshold needed to elect the Student Body President and Vice President, the two tickets with the highest vote totals shall progress to the Runoff Election ballot.
2. In the event of a Runoff Election, the write-in option shall not appear on the Runoff Election Ballot.

5.2.6 The date at which the newly-elected President and Vice President are to be inaugurated shall be decided upon by the Elections Commission, and must be more than two weeks after the final election and no later than the end of classes during Spring Term.

5.2.7 Any Vanderbilt student organization that wishes to endorse a ticket must fill out and submit a form declaring its endorsement. The Elections Commission will create and maintain the forms necessary.

1. Organizational endorsement must specify the method by which the endorsement was decided and must include the signatures of the President and Vice President of the Organization.
2. Tickets will not be permitted to publicize endorsements until the Elections Commission notifies the campaign of the endorsement.
3. The Elections Commission shall keep all endorsements on file for the duration of the election cycle and shall make them available to any member of the student body upon request.

5.2.8 Any undergraduate student may individually endorse a ticket by filling out an Elections Commission-created form.

1. The Elections Commission will make sure that all campaigns have access to the log of their endorsements throughout the Campaign Period.
2. Endorsements shall be restricted to individual endorsements must include the following disclaimer to be visibly published at the top of the page: *“All individual endorsements reflect a person’s personal views, and not the views of their organizations.”*
3. Tickets are not permitted to publicize individual endorsements until the Elections Commission notifies the campaign of the endorsement.

5.2.9 Official platforms in the Presidential Election will be limited to five core principles and twenty platform points. Moreover, tickets will provide a platform summary of no more than 300 words and a picture of both candidates for inclusion on the ballot.

1. All tickets are required to meet with a VSG advisor before submitting and publishing their platforms in order to assess the feasibility of their planned future initiatives.

5.2.10 Prior to February 1st of each year, the Elections Commission Chair will ask the College Council Presidents whether they wish for their respective elections to be supervised and administered by VSG.

1. For those accepting, qualified candidates will be included on the General Election Ballot.
2. In regards to expenditure limits, ballot access petitions, and platforms, all candidates for College Council Presidents will adhere to the requirements for VSG Academic Senate candidates, unless other regulations are imposed by the respective College Council.

5.3 Senate Elections

5.3.1.1 VSG Senate elections including revotes shall take place no later than six weeks after the beginning of the Fall term, in accordance with Article IV Section II of the VSG Constitution. Academic and Residential Senators shall be elected on the same day, and no primary will be held. Senators shall be elected by plurality vote.

5.3.1.2 If deemed necessary by the Elections Commission, a ranked choice voting system can be utilized for any seat.

5.3.1.3 If ranked choice voting is used for a Senate election, all candidates must be notified of its usage at least 48 hours before the start of the election period

5.3.2 The Elections Commission Chair and Student Body President shall set the date of the elections by the end of the preceding Spring term. The Elections Commission Chair will be responsible for outlining the election cycle timeline by the end of the Spring term.

1. The Elections Commission shall host (an) interest meeting(s) for Senate elections within 14 days of the start of fall term.
2. The Elections Commission Chair shall coordinate with the Office of the Dean of the Commons to ensure that VSG elections occur in tandem with the elections for the Commons House Programming Advisory Councils.

5.3.3 All undergraduate students at Vanderbilt University can participate in voting in Senate elections.

1. Students may only vote for the Residential Senator of the area in which they currently reside. Students studying abroad may vote in the Off-campus Senate election.
2. Students may only vote for the Academic Senator of their respective school.

5.3.4 All candidates for Senate must submit the following to the Elections Commission by the respective deadlines.

1. A declaration of candidacy that includes, at minimum:

- a) Name
 - b) VUnet ID
 - c) Current residence
 - d) Academic college
 - e) Position sought
 - f) A platform not exceeding 300 words to be included on the ballot
2. A ballot access petition as governed by 5.4

5.3.4.1 Candidates who declare a position sought on the declaration of candidacy that is different from the position sought on the ballot access petition are ineligible to submit a second declaration of candidacy or ballot access petition after the respective deadlines and will be deemed ineligible to run if such a correction isn't made before those deadlines.

5.3.5 Pursuant to Article III, Section 3, Clause 1 of the VSG Constitution, the Speaker of the Senate shall be elected by the standing Senate at the Senate Session immediately following the election for the VSG President and Vice President. The Speaker shall be considered duly-elected by a majority vote.

1. The election of the Speaker shall occur in a closed session with the highest ranking member of the Senate who is not a candidate presiding.
 1. Ranking shall be as follows: Speaker, Deputy Speaker, Senators in order of the longest cumulative service; a tie in service shall be broken by the senator's age.
2. Only current members of the Senate, the Attorney General, the General Secretary, and the Elections Commission Chair may remain in the room.
3. Procedures and rules governing the election of the Speaker will be formulated by the current Speaker and the Elections Commission Chair and shall be explained to Senators at the Session preceding the Election of the Speaker.

5.4 Election Petitions

5.4.1 All candidates for elected office in VSG shall submit a Ballot Access Petition to the Elections Commission by a date prior to the Campaign Period, as determined by the Elections Commission. All such petitions shall require the following information:

1. Name of the candidate
2. Position sought
3. Signatures as provided in VSG Statute 5.4.3

5.4.2 Ballot Access Petitions shall collect the following information from all signees:

1. Name
2. VuNet ID
3. Academic College
4. Signature

5.4.3 The following number of signatures of fully enrolled undergraduate Vanderbilt shall be required:

1. For Student Body President and Vice President tickets: 500 Signatures
2. For Academic Senators:
 - a. 75 Signatures for candidates representing the College of Arts & Science
 - b. 50 Signatures for candidates representing the Peabody College of Education & Human Development or the School of Engineering
 - c. 25 Signatures for candidates representing the Blair School of Music
3. For Residential Senators: 25 signatures from residents of the candidate's residential area, defined by VSG Statute 2.1.3.
 - a. Candidates for Off-campus Senator(s) shall only need to collect 10 signatures to make it on the Ballot.

5.4.4 Stipulations set in statute 5.4.3 can be amended at the discretion of the Elections Commission if unforeseen or extenuating circumstances occur.

5.5 Campaign Finance

5.5.1 All campaigns for VSG elected office must operate under an imposed expenditure limit. Exceeding these limits shall be grounds for a Violation. These limits shall be:

1. For Student President and Vice President tickets: \$500
2. For Academic Senators: \$100
3. For Residential Senators: \$100

5.5.2 In the event of a re-vote, campaigns may not exceed 20% of the original expenditure limit defined in the VSG Statute 5.5.1.

5.5.3 Monies used for campaign expenditures may come from the personal funds of candidates and/or from contributions from fully enrolled Vanderbilt undergraduate students. No funds may be procured from outside organizations nor from registered student organizations. Similarly, no funds may be spent by organizations in support of or in opposition to any candidate.

1. All transfers of monies in relation to a VSG election campaign must be included in the budget submission to the Elections Commission.
2. In-kind Donations or free-publicity will not be allowed from any organization, except in the publicity of an Organizational Endorsement, as outlined in VSG Statutes Title V, Section 5.2.8

5.5.4 All campaign expenditures shall be made at market value; that is, an advertised price which is available to all other candidates.

5.5.5.1 All campaigns must submit a preliminary budget to the Elections Commission by the commencement of the Campaign Period. These submissions must include the following:

1. All expenditures and predicted expenditures must be included in the preliminary budget submission and include the following information for each expenditure:

- a. Description of good or service rendered, including location of purchase
- b. Quantity of goods purchased
- c. Dollar amount spend on the purchase

2. All campaigns must self-report alteration or deviations from a preliminary budget to the Elections Commission within the twenty-four (24) hours. Only the failure to do so shall constitute a campaign violation, with the Elections Commission possessing the discretion to determine if the violation is considered “major” or “minor.”

5.5.5.2 All campaigns must submit a final budget to the Elections Commission within one week of polls closing. These submissions must include the following:

1. All monies received as donations, subject to the regulations in VSG Statute Title 5.5.2.
 1. Should any undergraduate student donate more than \$20 to any campaign, the total amount donated by that student must be itemized in the budget submission and the name of that student listed.
2. All final expenditures must be included in the budget submission and include the following information for each expenditure:
 1. Description of good or service rendered, including location of purchase
 2. Quantity of goods purchased
 3. Dollar amount spent on the purchase

5.5.5.3 Any victorious candidate who fails to submit a final budget within one week of polls closing will forfeit their election results and be subject to a revote with the original candidates as governed by 5.7.

5.5.6 VSG will financially reimburse candidates involved in the elections for VSG Student Body President, Vice President, and Senate that meet the following requirements:

1. Garner the necessary number of signatures required to gain Ballot Access.
2. Not disqualified by the Elections Commission for the committing of election violations.
3. Not officially withdrawn from the election, subject to the approval of the Elections Commission.
4. Only a candidate’s personal funds used for campaign expenditures will be eligible for reimbursement.

5.5.7 All candidates for VSG elected office may be reimbursed up to the respective caps of campaign expenditures, as enumerated in VSG Statute 5.5.1.

5.5.8 The VSG reimbursement process shall follow the reimbursement policy of the University and the Dean of Students Office.

5.5.9 Monies needed to reimburse eligible expenditures shall be allocated from the VSG Elections Commission Budget. Should more funds be required, the VSG Elections Commission shall be directed to the Collaboration and Innovation Fund to cover additional costs.

5.5.10 If a student wishes to participate in any VSG election but does not possess the financial resources to do so, they may notify the Elections Commissions at any time before the due date for Ballot Access Petitions. The Elections Commission shall work with the Dean of Students Office to create a plan that fully funds that candidate's campaign up to the appropriate expenditure limit.

1. This plan must not put this student at any disadvantage compared to other candidates.
2. In the event of a re-vote, the plan must also include adequate funds as defined by the limit in VSG Statute 5.5.2.

5.6 Campaign Regulations

5.6.1 No campaigning shall take place prior to the Campaign Period, as designated by the Elections Commission. Moreover, no campaigning or signature collecting can occur at VSG meetings, functions, and events.

1. Campaigning shall be defined as the specific solicitation of votes. It shall exclude the procurement of signatures for a Ballot Access Petition and the requesting of donations/contributions as defined by VSG Statute 5.5.3.
2. During the Campaign Period, candidates are permitted to distribute and display campaign materials, send personalized emails, advertise on websites, and conduct speeches and verbal campaigning. All campaigning shall be subject to University Regulations and all regulations enumerated in VSG Statute 5.6.

5.6.2 Reserving spaces for campaigning, as well as coordinating attendance at campus organization meetings, in the VSG presidential election can only begin at a time determined by the Election Commission.

5.6.3 Campaigns shall strive to uphold the standards and values of the Vanderbilt Community. As such, negative campaigning by campaigns, campaign staff, candidates, or unassociated individuals shall be prohibited in all VSG elections.

1. Negative Campaigning will be understood as a strategy of "campaigning" and shall be defined as:
 - a. Baseless, factually inaccurate, or defamatory allegations about a candidate's character, experiences, or capabilities
 - b. Intentionally or recklessly disseminating factually false information about a candidate
3. Factual statements about a candidate's record or platform are allowable so long as they cannot be reasonably classified under VSG Statute 5.6.3.1

5.6.4 No student shall be subject to any form of voter intimidation by any candidate through the use of aggressive pressure, coercion, or physical/emotional threats.

5.6.5 In accordance with VSG Statute 5.1.2.7, the Elections Commission may opt to facilitate a process to provide voting stations during Voting Periods. These voting stations shall be defined as a location where technology is provided for the primary purpose of casting a vote in a VSG election. All voting stations must remain neutral, subject to the following provisions:

1. For all elections, voting stations may only be created by the Elections Commission, and no campaigning may take place within a reasonable area surrounding the voting station. Moreover, the station shall be free of any campaign materials associated with any active campaign.
2. For Presidential elections, there shall be two options to ensure a voting station's integrity. Should either of the following two provisions be met, campaign representatives and candidates shall be allowed to campaign in the immediate space of the voting station.
 - a. A representative of all officially certified campaigns is present, or
 - b. A combination of campaign representatives and a representative of the Elections Commission is present.
3. Candidates for the position of Speaker of the Senate must be an Undergraduate student for the entire duration of the term for which they are running, in order to be eligible to run.

5.6.6 All campaign propaganda and materials shall be subject to University policies and the following provisions. Unless explicitly stated, all propaganda and materials may not be publicized and distributed until the beginning of the Campaign Period, as defined by the Elections Commission. Furthermore, mass emailing to student emails, occurring outside the use of listservs maintained by an officially endorsing Student Organization, is prohibited.

1. Websites or social media accounts for campaigning may be constructed prior to the Campaign Period; however, the URL address may not be advertised prior to the Campaign Period.
2. Signs, banners, posters, and fliers must be displayed in accordance with the policies of the Office of Housing and Residential Education.
 - a. No sign may be driven into the ground with a stake.
 - b. Nails, tacks, tape, and staples may not be used to attach posters to trees or buildings, but posters and banners may be tied to tree trunks with string.
 - c. Posters and fliers may be attached to bulletin boards with thumbtacks but not stapled or taped anywhere. Permission to use bulletin boards at The Commons Center, Sarratt Student Center, and The Student Life Center may be obtained at the reception desks of these facilities. Moreover, permissions for bulletin boards in residential halls may be granted by the proper Area Coordinator. Posting on any resident's door must have the permission of the resident(s). The Director of Campus Dining may authorize the posting of campaign materials within Rand Hall.

- d. Banners may only be hung in designated areas, such as the series of poles with rigging outside of Rand Hall. Banners may not be hung from tree branches, or between trees, or from between other objects.
3. The use of chalk on any surface other than chalkboards is prohibited. Chalkboards in academic classrooms are not to be used for campaign materials.
4. No campaign materials may be placed on cars.
5. Campaigns may not use university-maintained listservs to publicize any campaign effort. Student Organizations may use their email lists or listservs provided that any student organization using its listserv in support of a candidate has officially endorsed that candidate.
6. Mass mailing to student mailboxes is prohibited.
7. Door-to-door campaigning in residential areas, defined as any activity associated with gathering petition signatures or soliciting donations or votes that involves interacting with students by knocking on their doors or speaking to them through their doorways, is strictly prohibited

5.6.7 All physical campaign materials must be removed within forty-eight (48) hours of the announcement of the election results. Failure to do so will result in the following:

1. Candidates will forfeit eligibility for reimbursement under VSG Statute 5.5.6.
2. Referral to the Office of Housing and Residential Education for materials left in residential areas.

5.6.8. In order to facilitate the Elections Commission Nonpartisan Candidate Database (NCD) as outlined in 5.1.4, candidates are responsible for submitting whatever information is deemed necessary by the Commission for the creation of the NCD by at least forty-eight (48) hours prior to the start of the Campaign Period, subject to enforcement in accordance with Statute 5.8.1

5.6.9. Executive Board members may not publicly endorse or promote any campaign on which they are not a candidate. They may be consulted by candidates or campaign staff in an advisory capacity so long as the same opportunity is made available and known to other candidates in the same race through reporting of such meetings to the Elections Commission.

5.6.10. The action of “campaigning” as it applies to positive or negative campaigning shall be defined as the promotion or derision of a candidate or platform in a public setting with the intention of swaying potential voters. “Public” shall be defined within reason by the Elections Commission.

5.6.11. Campaigns must make a good faith effort to uncover and discourage any patterns of negative campaigning among their supporters, regardless of whether the campaign may be held directly liable for these instances.

5.7 Election Results and Irregularities

5.7.1 The Elections Commission will release election results for all VSG elections.

1. The Elections Commission Chair will publicly announce the results for Presidential elections – both Primary and General – in Rand Hall the day of the election.
2. Results of Senate Elections shall be sent out via a VSG email announcement within 24 hours of the election polls closing.

5.7.2 The Elections Commission will facilitate, schedule, and sanction re-votes to take place within two weeks of the original election under two circumstances.

1. In the instance of multiple candidates receiving the same number of votes that exceeds those of all other candidates, the re-vote ballot shall only comprise of those candidates who tied.
2. When deemed necessary due to extreme circumstances or Judicial Court order, the re-vote ballot shall consist of the same candidates from the original election, with the exception of any candidates disqualified or added by the Elections Commission.

5.7.3 Write-in candidates are those who missed the deadline(s) required for normal eligibility. Write-in candidates may be voted for but will not appear on the ballot

1. Candidates must furnish proof of good academic standing from the Office of the Dean of Students to the Elections Commission and qualify for the position according to standard VSG eligibility requirements.
2. Candidates must submit all required paperwork to the Elections Commission prior to the end of the election process in order to qualify.
3. All candidates who qualify for approved write-in status shall agree to follow all campaign rules and regulations, both retroactively and prospectively.
4. The Elections Commission shall not undertake the responsibility for informing the Student Body of candidates who have qualified for write-in-status, and shall not place the name of qualified write-in candidates on the ballot.
5. Only those write-in votes which are cast for approved write-in candidates shall be included in the official election results.
6. If a qualified write-in ticket achieves the necessary votes to progress from a Presidential Primary Election, said ticket will be listed as an official ticket on the General Election ballot.
7. A valid attempt at casting a vote for an approved write-in candidate shall be defined as a distinguishable, phonetic spelling of the first and last name of the candidate.

5.7.5 Elected positions unfilled by election will be subject to an application and interview process in accordance with VSG precedence and overseen by the Executive Board and Elections Commission. It shall be the goal of this process to fill all empty elected positions.

5.7.6 Should it be determined that a manual count of votes be needed, the anonymized voting data shall be released to all candidates

5.8 Campaign Violations

5.8.1 Any action deemed in violation of the election rules, regulations, or procedures by the Elections Commission within the election shall be dealt with as a campaign violation.

5.8.2 Campaign violations shall be grounds for filing a complaint against a candidate, subject to the following rules:

1. Complaints may be filed by any undergraduate student.
2. All complaints must be submitted to the Elections Commission in written form within twenty-four (24) hours of discovery of the violation and within thirty (30) minutes of the election polls closing.
3. Direct appeal to the media regarding a violation shall itself constitute a campaign violation.

5.8.3 Violations of election rules or regulations that are demonstrated to have been performed with intent shall be considered major violations. Moreover, violations in regard to campaigning prior to the Campaign Period, Voter Intimidation, non-sanctioned voting stations, or negative campaigning shall be treated as Major Violations

1. Major violations may be committed by Candidates or members of an official campaign team.
2. Major violations will be punished with the minimum standard of removal or restriction of campaigning privileges and with the maximum penalty of candidate disqualification.
3. Pertaining to punishments involving the reduction of a campaign's votes received, the first punishment of this class issued against a campaign shall not exceed a five percent (5%) reduction. Subsequent reductions shall not exceed seven-and-a-half percent (7.5%).
4. The Judicial Court, by order, retains the ability to modify, suspend, or vacate a punishment in circumstances that the punishment, for being inappropriate, insufficient, unfounded, or otherwise lacking, is appealed by a campaign.

5.8.4 Violations considered to be performed without intent or with negligence shall be considered minor violations.

5.8.4.1 Minor violations shall carry the maximum penalty of removal or restriction of campaigning privileges.

5.8.5 All violations will be handled on an individual basis by the Elections Commission. There shall be no "strike" system and all penalties shall abide by the above standards. Possible penalties for campaign violations include a re- vote, suspension of campaign activities, removal of campaign materials, candidate disqualification, or any other penalty deemed appropriate by the Elections Commission.

5.8.6 All decisions made by the Elections Commission regarding election matters are final unless in the event of a Judicial Court Order.

5.8.7 All candidates involved in the particular election shall be informed of a ruling by the Elections Commission regarding any competitor in the election immediately following the notification to the candidate responsible for improper actions or behaviors.

5.8.8 The Elections Commission shall keep historical records of all investigated actions and behaviors and their associated responses/actions for future Elections Commissions to use throughout the duration of their term(s).

5.8.9 The reasoning behind any candidate disqualification shall be made publicly available to the student body by the Elections Commission within twelve (12) hours of the candidate disqualification. The disqualified candidate may still be voted for via a write-in ballot.

5.8.10. Campaigns shall not be held liable for negative campaigning violations by individuals unassociated with any campaign. These violations shall be addressed on a case-by-case basis and may be referred to the Office of Student Accountability at the Commission's discretion.

6.0 Budget and Finance Rules

6.1 Revenue

6.1.1 VSG will take in revenue from the portion of the housing fee previously allocated for Interhall via the Office of Housing and Residential Experience (OHARE).

8.1.2 VSG will take in revenue from the portion of the budget of the Director of Student Governance that was previously allocated for SGA via the Office of the Dean of Students.

8.1.3 VSG may procure other sources of revenue

6.2 Budget Creation and Adoption Procedures

6.2.1 The Treasurer and Executive Board shall create a proposed VSG Budget and publish it on Anchor link prior to the beginning of the VSG fiscal year (July 1st).

6.2.2 The proposed VSG Budget shall not become official until it is approved by a simple majority vote of the Senate.

6.2.2.1 The Treasurer must submit the proposed VSG Budget electronically to the Speaker of the Senate no later than one week prior to the commencement of the meeting for a vote to take place.

6.2.2.2 The approved VSG Budget shall be published to Anchor Link within twenty-four (24) hours of its passage.

6.2.2.3 The Senate shall have the power to amend the budget by 2/3 vote.

6.2.2.3.1 The Senate shall make no more than five amendments to the budget.

6.2.3 VSG shall not spend more than 33% of the previous year's revenues before the VSG Budget is ratified by the Senate.

6.3 Budget Allocations

6.3.1 Budgets will be allocated for Standing Committees, Academic College Councils, Residential Senators for Academic Senators, the Senate, Internal Operating Expenses, Programming Expenses, the Vanderbilt Student Leadership Award, the Adriel Bineza Graduate and Professional School Application Assistance Fund (GAP Fund), and a Contingency Fund.

1. Standing Committee budget expenditures must first be approved by the Standing Committee Chair and the Vice President.
2. Residential Senator budget expenditures must first be approved by a simple majority vote of Residential Senators.
3. Academic Senator budget expenditures must first be approved by a majority vote of Academic Senators and the Speaker of the Senate.
4. Senate expenditures must first be approved by the Speaker of the Senate.
5. Internal Operating Expenses must first be approved by the VSG Executive Board.
6. Programming Expenses must first be approved by the Chief of Staff.

7. Expenditures from the Contingency Fund must first be approved by the Treasurer and Student Body President.
8. Executive Board Expenditures must first be approved by the Treasurer and Student Body President.

6.3.2 The published VSG Budget shall include examples of services and programming performed by each enumerated area of the Budget.

6.3.3 All expenditures must first be approved by the Treasurer before being processed.

6.3.4 The Treasurer shall be responsible for maintaining the VSG Procurement Card and setting policies about the process of requesting expenditures from all budgetary allocations in the VSG Budget.

6.3.5 10% of the remaining surplus from the current VSG fiscal year shall be donated to the Experience Vanderbilt program.

6.3.6 All College Councils will be eligible for an allocation in the Co-sponsorship fund determined by the VSG President and Treasurer on an annual basis.

6.3.6.1 Funding will be separate and equal for each College Council, and will be included as a line item within the Co-sponsorship budget.

6.3.6.2 To request funding from VSG, College Councils will apply through the VSG Co-sponsorship application to ensure transparency in the usage of money, but with none of the Co-sponsorship restrictions.

6.3.6.3 If no interest is expressed by a Council for the funding of any event by February, the rest of their allocation will be pooled into the larger Co-sponsorship fund to be allocated to other student organizations as needed.

6.4 Co-Sponsorships

6.4.1 The Co-sponsorship program is composed of a single Co-sponsorship of the Month award and general Co-sponsorships.

6.4.1.1 The Director of Programming will oversee the Co-sponsorship program

6.4.1.2 Funds transferred to other student organizations for the purpose of co-sponsorships will come from the funds allocated to Programming Expenses.

6.4.2 The VSG Co-sponsorship fund is geared at funding school-wide events open to the entire Vanderbilt community, and the fund can be utilized by all undergraduate and graduate organizations registered with the university with a recognized center code and account number.

6.4.3 All eligible events for the Co-sponsorship fund must be a single day event open to the entire student body. If an event consists of multiple days or mini-events (i.e. an awareness week), then each application may only reference one specific event or date in order to be considered eligible. Additionally, VSG Co-sponsorship allocations cannot be used towards speaker's fees or travel arrangements (flights, lodging, etc.)

6.4.4 The VSG Co-sponsorship Program will fund a maximum of three events per semester per organization. This limit exists to ensure that all organizations have an equal opportunity at receiving co-sponsorship funds regardless of when the organization hosts programs.

6.4.5 VSG Co-sponsorships will not exceed half of the total budget for an organization's event.

6.4.6 General Co-sponsorships have a maximum allocation of \$1000. The Co-sponsorship of the Month does not have a maximum allocation so long as it complies with 6.4.5.

6.4.7 To be considered for a Co-Sponsorship, student organizations must complete a Co-Sponsorship Application on Anchor Link and submit it to the Director of Programming.

6.4.7.1 In order to be eligible for future Co-Sponsorship funding, each organization must submit a Program Evaluation Form on Anchor Link to the Director of Programming. The organization will receive a reminder to fill out the Program Evaluation Form from the Director of Programming within 7 days following their event.

6.4.7.2 If they do not submit the Program Evaluation Form within 7 days of receiving the reminder email the organization will be notified by the Director of Programming that they are ineligible to apply for future Co-Sponsorships for a period of 90 days.

6.4.7.3 If the event being Co-Sponsored is the main purpose of the organization (i.e. Lights on the Lawn) and they do not submit the Program Evaluation Form within 7 days of receiving the reminder email the organization will be notified they will be under extra scrutiny when applying for Co-Sponsorships the following year. The Director of Programming will make note of the situation on the Co-Sponsorship Spreadsheet that is passed on to the next Director of Programming as well as in the turnover report.

6.4.7.4 If the organization chooses to apply for a Co-Sponsorship in the following year, the new Director of Programming will ask the organization to provide as much information as possible to evaluate the event from the previous year, as well as more harshly consider their application.

6.4.8 The Director of Programming shall then be responsible for determining an application's merit and recommending allocations.

6.4.9 All recommended Co-sponsorship allocations must be signed off by the Treasurer to ensure the necessary funds are available.

6.4.10 At the next VSG Executive Board meeting following the decision to co-sponsor an event, the Director of Programming shall inform the Executive Board and Attorney General of their deliberation process, and the organization is encouraged to present their request to any Executive Board member to provide context for the co-sponsorship.

6.4.10.1 The Director of Programming is responsible for creating a summary of the deliberation process. Said summary, along with the Co-sponsorship Application, will be compiled into a single cohesive document, which is henceforth referred to as a Co-sponsorship approval packet.

6.4.10.2 The Director of Programming must submit all Co-sponsorship approval packets electronically to the Executive Board and Attorney General no less than twenty-four (24) hours prior to the commencement of the meeting at which the approval vote is to take place.

6.4.10.3 If the Director of Programming is unable to perform any of these functions, the Programming Coordinators should compile and send the Co-sponsorship approval packets.

6.4.11 The Treasurer may not process Co-sponsorship requests until allocations are approved by the Executive Board and Attorney General.

6.4.12.1 In extenuating circumstances, an allocation may be processed, provided the Treasurer, Student Body President, and Director of Programming come to a unanimous decision. The Executive Board must retroactively approve the allocation at its next meeting.

6.4.12.2 If the Executive Board fails to retroactively approve the allocation at its next meeting, or if the Attorney General deems that these allocations do not follow statutes, the money already given must be taken from contingency following the normal process.

6.4.13 Approved Co-sponsorships should be published to Anchor link within twenty-four (24) hours of passage.

6.5 Contingency Funds

6.5.1 Any branch of VSG that exceeds its budget and requires more money will submit a Contingency Funds Request to the Student Body President and Treasurer.

6.5.2 The Student Body President along with the Executive Board and Treasurer will evaluate the application and must come to a unanimous decision on the application.

6.5.3 Funds transferred to another VSG account for this purpose will come from the funds allocated to the Contingency Fund.

6.5.4 The Student Body President and Treasurer must report Contingency Fund allocations to the Senate at the session following the approval process.

6.5.5 If a co-sponsorship is retroactively denied the funds will be taken from contingency in the aforementioned process.

6.6 Publication of the Budget

6.6.1 VSG shall maintain a record of VSG budgets from previous years that it has access to, all of which shall be available on Anchor link.

6.6.2 The Treasurer must present a budget report to the VSG Senate each semester. This report shall consist of VSG's current balances and all available expenditures for each VSG event, activity, and Co-sponsorships completed the previous semester.

6.6.2.1 Electronic copies of the budget reports shall be published to Anchor link by the Treasurer within twenty-four (24) hours after the legislative session at which they are presented.

6.6.3 At the conclusion of each year, the Treasurer shall organize an end-of-year summary of the preceding year's revenues and expenditures for all VSG events, activities, and Co-Sponsorships. This summary should be published within one (1) week of commencement, and sent directly to the upcoming Executive Board and Treasurer.

7.6.4 The Treasurer must be available to answer questions regarding the VSG budget from any member of the student body upon request during the academic year.

6.7 Publication of Expenditures

6.7.1 At the conclusion of each year, the Treasurer shall organize an end-of-year summary of the preceding year's revenues and expenditures for all VSG events, activities, and co-sponsorships.

6.7.2 The outgoing Treasurer, the incoming Treasurer, the incoming Director of Communications, and the incoming Director of Technology shall publish this expenditure summary online for public viewing least one (1) week before the public release of the following year's budget proposal.

6.7.3 Monthly budget reports submitted to the VSG Senate by the Treasurer shall consist of VSG's current balances and all available expenditures for each VSG event, activity, and co-sponsorship completed the previous month.

6.7.4 Electronic copies of the monthly budget reports shall be published online for public viewing by the Treasurer, Director of Communications, and Director of Technology within twenty-four (24) hours after the legislative session at which they are presented.

6.7.5 In the event that the Treasurer is unable to deliver the budget report in person at the appropriate Senate session, online publication of the report via 6.7.4 shall serve as an appropriate proxy at the discretion of the Speaker of the Senate.

7.0 The Student Services Fee Committee

7.1 Name of the Committee

7.1.1 The name of this committee shall be the Student Services Fee Committee of Vanderbilt University.

7.2 Membership and Proxy Designation

7.2.1 The Student Services Fee Committee shall be composed of the following:

1. The Student Services Fee Committee Chair, (appointed by the Student Body President and confirmed by the Senate no later than May 1 preceding the academic year in which the Chair will serve, who with respect to the Student Services Fee Committee shall:
 - A. Preside over all Student Services Fee Committee meeting
 - B. Be a non-voting member, except in the event of a tie
 - C. Solicit applications from the student body to fill such positions as are allocated to them
2. The Student Services Fee Comptroller, appointed by the Student Body President and confirmed by the Senate no later than May 1 preceding the academic year in which the Chair will serve
3. The eighteen (18) co-chairs of the nine subcommittees, each with one vote

7.2.2 The Student Services Fee Comptroller must have previously served as a committee member before their appointment.

7.3 Subcommittees

7.3.1 There shall be nine subcommittees, which shall include:

1. Two Special Interests Subcommittees
2. Two Service Subcommittees
3. The Arts Subcommittee
4. The Cultural Subcommittee
5. The Programming Subcommittee
6. The Religious Subcommittee
7. The Academic Subcommittee

7.3.2 The membership of each subcommittee shall include:

1. One at-large undergraduate student as Co-Chair
2. At least four members, with one vote each
3. One professional or graduate student, designated by the Office of the Dean of Students, with one vote
4. One faculty representative or Office of the Dean of Students staff member, as designated by the Office of the Dean of Students, with one vote

7.3.3 The Student Services Fee Committee Chair will select the Co-Chairs for each subcommittee by the second week of February of the academic year in which they are to serve.

7.3.4 Applications for membership in the Student Services Fee Committee will be released no more than two weeks following the return from Spring Break.

7.3.5 The term for Committee members will span from acceptance into the committee to May 1st of the same academic year.

7.4 Proxy Designation

7.4.1 A member of the Student Services Fee Committee may not appoint a proxy to serve in an individual's place at any time.

7.5 Quorum

7.5.1 A quorum of two thirds of the voting members of the Student Services Fee Committee and its subcommittees shall be necessary for any official business to be undertaken.

7.6 Details of Voting

7.6.1 A majority is defined as more than half of those members casting a vote.

7.6.2 Two-thirds is defined as more than two-thirds of those members casting a vote.

7.6.3 Unanimous is defined as all of those members casting a vote.

7.6.4 Abstentions shall not be permitted.

7.7 Powers of the Student Services Fee Committee

7.7.1 The powers of the Student Services Fee Committee shall be:

1. To allocate funding from Student Activity Fees to campus organizations
2. To decide the eligibility of organizations for Student Services Fee funding according to funding guidelines established in this document
3. To allocate the Student Services Fee Collaboration & Innovation Fund.

7.8 Powers of the Student Services Fee Subcommittees

7.8.1 The powers of the Student Services Fee Subcommittees shall be:

1. To set organizational presentation times on an annual basis
2. To review any and all documents pertaining to a petitioning student organization's funding request

3. To request and maintain budget information for groups petitioning for annual allocations or contingency funds
4. To recommend the freezing of the account of any student organization which uses funds not in accordance with the Student Services Fee Committee's policies or which fails to submit budgetary information required by the Student Services Fee Committee

7.9 Duties of the Student Services Fee Committee and Subcommittees

7.9.1 The duties of the Student Services Fee Committee and Subcommittees are:

1. To hear on an annual basis requests for funding from official recognized organizations meeting the funding criteria.
2. To hear on a continual basis requests for portions of the Student Services Fee Collaboration & Innovation Fund from officially recognized organizations meeting the criteria for such funding
3. To act at all times as stewards of student activities fees, and to act in the best interest of the student body.

7.9.2 The duties of the Student Services Fee Comptroller are:

1. Financially advising student organization
2. Facilitating better communication between the Student Services Fee Committee and student organizations
3. Actively working to improve the Student Services Fee process in conjunction with the Student Services Fee Chair

7.10 The Activity Fee Allocation Process

7.10.1. The Student Services Fee Committee Chair shall perform the following duties prior to the annual allocation of Student Services Fee money:

1. Collect proposed budgets form organizations desiring funding form the Student Services Fee Committee
2. Remove all organizations requesting money from the Student Services Fee Committee but not meeting the criteria for consideration
3. Classify all organizations desiring funding into one of the nine subcommittee categories.
4. Consult with the Office of the Deans of Students and the Student Services Fee Committee Advisor in allocating monies to departments and programs not subject to Student Services Fee Committee deliberations
5. Write a summary of the Student Services Fee Committee's allocation recommendations and submit it to the Office of the Dean of Students for approval
6. Notify, along with the Student Services Fee Committee Advisor, the petitioning groups of the allocation decisions upon approval by the Office of the Deans of Students

7. Inform the press of the Student Services Fee Committee's allocation decisions upon approval by the Office of the Dean of Students and the Office of the Provost
8. Ensure that all revised budgets remain on file with the Student Services Fee Committee

7.10.2 Procedure for Student Services Fee Allocation

1. The Student Services Fee Chair and Office of the Dean of Students shall allot a given percentage of the total activity fee amount to each subcommittee for distribution to its assigned category.
2. Members of the Student Services Fee Committee may not serve as the petitioning representative of any group seeking funding but may remain present during interviews for groups of which they are a member. They are not permitted to ask questions during the interview. Furthermore, they are not permitted to be present during the corresponding deliberation and voting.
3. Petitioning organizations will attend an interview with the Student Services Fee Subcommittee to which they are assigned, not to exceed the time limit set annually by the committee.
4. Upon completion of presentations, the Student Services Fee Subcommittees will hold closed sessions to allocate funds to organizations by a simple majority vote.
5. Members of the Student Services Fee Committee or Subcommittees who are members of petitioning organizations must excuse themselves from deliberations and voting concerning that organization.
6. After the Subcommittees have determined their recommendations, the subcommittee co-chairs will submit their recommendations to the Student Services Fee Committee which shall have final oversight over the recommendations before they are presented to the Office of the Dean of Students.
7. The recommendation for funding allocations is presented by the Student Services Fee Committee Chair to the Office of the Dean of Students for final approval.
8. Appeals of the Student Services Fee Committee's decisions should be made in writing and delivered to the Dean of Students office within one week of notification. A representative of the Office of the Dean of Students will decide on the merit of the appeal and award any additional funding from the Student Services Fee reserve.

7.10.3 Criteria for Funding

1. The Student Services Fee Chair and the Dean of Students Office determine funding eligibility on an annual basis.
2. A funding eligibility outline will be released by the Student Services Fee Chair in conjunction with the application on an annual basis.

7.11 The Activity Fee Collaboration & Innovation Fund

7.11.1 Definition of the Collaboration & Innovation Fund

1. The Student Services Fee Committee shall, during the Spring allocation of funds, set aside a small amount of funding, amounting to no more than one percent of the total Activity Fee budget, for the Student Services Fee Collaboration & Innovation Fund.
2. The Student Services Fee Collaboration & Innovation Fund shall be used for allocating funds to student groups not registered at the time of spring allocation, previously unanticipated programming needs for existing groups, and giving strong preference on funding Vanderbilt events that are either the result of a collaboration among multiple campus groups or bringing something new and truly innovative to the Vanderbilt community.

7.11.2 Procedure for Student Services Fee Collaboration & Innovation Fund allocation

1. The Student Services Fee Chair and the Dean of Students office will determine the process by which funds are allocated on an annual basis.

7.12 Amendments and Ratification

7.12.1 The Office of the Dean of Students has final oversight of the revision of these statutes and other matters associated with the Student Services Fee. Any resolution to amend this title of the VSG Statutes shall be subject to the approval or veto of the Office of the Dean of Students.

8.0 Miscellaneous Policies and Procedures, Additional Programs, and Initiatives

8.1 Student Conduct and Eligibility for Membership in VSG

8.1.1 An individual who has been placed on probation by the Office of Student Accountability, Academic Standards, and Community Integrity must notify both the Executive Board and Judicial Court within seventy-two (72) hours. Students will not be allowed to serve as members of VSG while on probation as outlined in the Student Handbook.

8.1.1.1 All VSG officers have to uphold the organization's commitment to unity, diversity, inclusivity, opportunity, equality, and the dignity of each individual person.

8.1.2 For Senators who resign or are removed from office due to eligibility issues regarding conduct, the Speaker of the Senate, in coordination with the Elections Commission Chair, will conduct an application process to fill the vacated seat. The candidate selected to fill the empty seat will serve the duration of the removed Senator's term.

8.1.2.1 Selected individuals will not be seated until confirmed by a simple majority vote in the Senate governed by the guidelines in statute 2.4

8.1.3 For appointed officials removed from office due to eligibility issues regarding conduct, VSG will conduct a new appointment process to fill the officer's position, following the procedure originally used to select the officer.

8.1.4 Should the Speaker of the Senate resign, be removed from office, or be unable to carry out the enumerated duties, the Deputy Speaker of the Senate shall become the Speaker of the Senate, subject to a simple majority vote of confirmation by the Senate. The Attorney General shall facilitate this procedure as soon as possible and operate as the Speaker for this special session. The Speaker of the Senate shall subsequently oversee the election of a new Deputy Speaker of the Senate, pursuant to Statute 2.1.2.1

8.1.5 All officers of VSG (appointed and elected) are required to attend both internal VSG events and external VSG events with the exception of members of the Judicial Branch. The Director of Human Resources will determine the exact number of internal and external events required by all officers of VSG on a semester basis and will present the requirements to all members of VSG no later than three (3) weeks after the beginning of each semester.

8.1.5.1 Internal VSG events, for the purpose of 8.1.6, will be defined as:

1. Any event VSG funds as an initiative that specifically solicits volunteers from VSG
2. Any event or program solely organized by VSG that specifically solicits volunteers from VSG

8.1.5.2 External VSG events, for the purpose of 8.1.6, will be defined as:

1. Any event co-sponsored by VSG that specifically solicits volunteers from VSG, excluding internal events
2. Student Services Fee funded events will not be included in the definition of external events, unless the event additionally has a VSG co-sponsorship and specifically solicits volunteers from VSG.

8.2 Regarding Academic Eligibility Checks and Procedure for Appeal and Removal for ally Ineligible Officers

8.2.1 All VSG Applications for Appointed Positions or Declarations for Candidacy for Elected Positions shall read the following, in accordance with the academic eligibility requirements outlined in the VSG Constitution for membership:

“I authorize VSG and its advisers to review my disciplinary and academic records to ensure my eligibility for office as well as my eligibility throughout the duration of my term. I recognize that as a prerequisite to entering and maintaining my office, I a or will be ineligible to participate or continue serving in the officer position in the organization”

8.2.2 VSG Advisors shall check the academic standing of all VSG officers within two weeks of the officer being installed into the position as well as at the beginning of every semester in which the officer holds the position

8.2.3 Should any VSG officer be under the GPA eligibility requirement, the VSG Advisor shall send a formal letter of acknowledgement to the officer whose grades are in question.

8.2.4 The VSG officer shall have seventy-two (72) hours to choose a course of action: resign the position or file an appeal with the Judicial Court

8.2.4.1 Should the officer in question resign, the replacement of that officer shall follow the already established process for the position which the individual serves

8.2.4.2 Should the officer in question file an appeal, the officer in question must inform the VSG Judicial Court

8.2.5 All academic appeals shall be sent to the VSG Advisor to ensure that the Judicial Court reads and handles the applications name blind

8.2.5.1 Academic appeals shall include the students' GPA, explanation of the academic situation, and an explanation addressing how furthering their involvement in VSG will

not hinder their academic improvement

8.2.6 The Judicial Court will vote on the appeal at hand and communicate any decisions to the Advisor. All communications between the officer in question and VSG shall go through the Academic Advisor. All decisions by the Judicial Court are considered final.

8.2.7 If the officer in question is removed from the officer position, the Judicial Court shall facilitate the replacement process for the position at hand as enumerated in the VSG Constitution and Statutes unless the VSG Constitution or Statutes prescribe another remedy for filling the vacancy in question.

8.3 Executive Board Meetings

8.3.1 Formal Executive Board meetings shall be defined as any formal setting in which four (4) or more members of VSG Executive Board and any attending administrators, students, or guests meet to discuss issues pertinent to VSG or the Vanderbilt community.

8.3.2 Executive Board Meeting abridged minutes shall be taken during meetings and published to Anchor Link within twenty-four (24) hours of the conclusion of the meeting.

8.3.2.1 Information that the Executive Board deems worth redacting from published minutes shall be noted with a brief description of the content/speakers involved and the word "REDACTED."

8.3.2.2 Those in attendance of the Executive Board meeting are entrusted to only redact information from the published minutes that is sensitive in a personal manner or otherwise would not be in the best interest of VSG or Vanderbilt as a whole.

8.3.3 The Executive Assistant or the Deputy Chief of Staff is expected to transcribe the aforementioned minutes. If the Executive Assistant and the Deputy Chief of Staff are absent from the meeting, attending Executive Board members are expected to designate a proxy for said purpose out of those in attendance.

8.3.3.1 The use of audio/video recordings to assist in accurate transcribing of minutes is permitted, but not required.

8.4 Issue Petitions

8.4.1 Any group of students can petition a symbolic vote to any issue of their choice from the VSG Senate by garnering 350 written signatures on a petition sheet.

8.4.1.1 Upon the collection of signatures, the petitioning group of students will submit their petition and a short presentation to the Speaker of the Senate at least seventy-two (72) hours prior to a Senate session.

8.4.1.2 With the proper paperwork filed, the Speaker of the Senate would then be required to present the issue at the subsequent Senate session.

8.4.1.2.1 The VSG Senate will issue a symbolic vote of approval or a vote of disapproval as a symbolic gesture for the issue presented.

8.4.1.2.2 The tracked voting record from the symbolic vote will be uploaded to the VSG Anchor Link website within twenty-four (24) hours of the Senate session's adjournment.

8.5 Adriel Bineza Graduate and Professional School Application Assistance Fund (GAP Fund)

8.5.1 The Adriel Bineza Graduate and Professional School Application Assistance Fund (GAP Fund) is an annual award to support students in the graduate/professional school application process. Eligibility criteria are defined below:

1. A student must be an undergraduate student who is eligible for need-based financial aid.
2. Students must be (1) applying to a graduate program in the current academic year and/or (2) taking a graduate school admissions exam within a period of time as defined by the Chair prior to the public posting of the application

8.5.2 The Fund will constitute an annual allocation of \$17,000 be divided equally amongst eligible students

8.5.3 The Fund will be managed by a committee who is charged with the administration and maintenance of the Fund.

8.5.3.1 This committee will be chaired by the Academic Affairs Committee Chair

8.5.3.2 The Committee will be composed by the Diversity and Inclusion Committee Chair, the Economic Inclusivity Committee Chair, the VSG Advisers, and a member of the VSG Executive Board.

8.5.3.3 The Committee will select recipients through a scored system as chosen by the Committee. The application should directly ask questions to score the criteria chosen. Proposed criteria include:

- i) Demonstrated attempts to apply for or explore fee waiver
- ii) Consultation with Career Center in order to provide the most appropriate assistance, especially keeping in mind that students may not know of all fees waiving opportunities in specific fields

8.5.4 Members of the selection committee are not eligible to be recognized by the Fund

8.5.5 The Fund will distribute awards to eligible students for the following uses:

- i) Graduate Test Preparation Materials, Classes or Test Related Costs

ii) Application Fees

8.6 The First-Year Leadership Forum

8.6.1 Organization of The First-Year Leadership Forum

8.6.1.1 The First-Year Leadership Forum shall consist of 15 members of the first-year class and will be overseen by the Chief of Staff.

8.6.1.2 If deemed necessary by the Chief of Staff, the number of members can be increased through the approval of the Senate.

8.6.1.3 The number of members can be fewer than 15, if and only if, no more than 15 applications are received by the Chief of Staff for the First-Year Leadership Forum.

8.6.1.4 The First-Year Leadership Forum shall have a duration of one semester and will run in the spring of the academic year.

8.6.1.5 Members of the First-Year Leadership Forum must attend monthly leadership development meetings, a month-long rotational program, and a final group project.

8.6.2 The Application Process for the First-Year Leadership Forum

8.6.2.1 Applications for the First-Year Leadership Forum shall open within two weeks of the commencement of the spring semester.

8.6.2.2 Applications for the First-Year Leadership Forum shall be open for the duration of one week.

8.6.2.3 If deemed necessary, interviews shall commence no later than one week following the closing of the application.

8.6.2.4 Decisions shall go out to applicants regarding their status within a month of the opening of the application process.

8.6.2.5 Applications shall consist of a submitted resume, and a question chosen by the Chief of Staff.