

BYLAWS

of

The College of New Jersey Student Government

BYLAW 01: General Rules

Section A: Bylaw Rules

- 1) All Bylaws of the Student Government before the time of the passage of these Bylaws are hereby null and void.
- 2) These Bylaws shall take effect upon ratification by $\frac{2}{3}$ of the voting members of the Student Government present at a general meeting.
- 3) These Bylaws exist to promote open, orderly, and constructive debate and action on vital matters affecting the students of The College of New Jersey.
- 4) In the event that any provision of these Bylaws conflicts with the Student Government Constitution, the provisions in the Constitution shall govern.
- 5) In the event that any provision of these Bylaws conflicts with any provision within Robert's Rules of Order, Newly Revised, the provisions in these Bylaws shall govern.
- 6) No provisions of these Bylaws should be construed as limiting.
- 7) Violations of the provisions or the spirit of these Bylaws shall be sufficient ground for the accused parties to go through the impeachment and recall process, as outlined in Article VIII of the Student Government Constitution.
- 8) Violating the spirit shall be defined as intent to deceive or impede the rights of the Student Government or the student body. Such violations would include, but are not limited to, gross dereliction of duty or abuse of power and/or office.

Section B: Definitions

- 1) Throughout these Bylaws, the terms “SG” or “Student Government” refer to all elected, appointed, voting and non-voting members of the Student Government, as delineated by the Student Government Constitution.
- 2) Throughout these Bylaws, the terms “TCNJ” or “The College” refer to The College of New Jersey.
- 3) Throughout these Bylaws, the term “Cabinet” refers to the specific positions outlined in Article III of the Student Government Constitution.
- 4) Throughout these Bylaws, the term “members of the General Assembly” refers to the positions outlined in Article IV of the Student Government Constitution.
- 5) Throughout these Bylaws, the term “Internal Committee” shall refer to any committees created in Article III of the Student Government Constitution.



- 6) Throughout these Bylaws, the term “General Body” shall refer to the Cabinet and General Assembly as one collective body during general meetings.
- 7) Throughout these Bylaws, a legislative session shall commence immediately following the swear-in of new members at the end of the spring semester and expire at the end of the last general meeting of the spring semester.
- 8) A “fraternal” student organization is any organization that selects membership on fit or values of the organization, that maintains some semblance of a path to membership, and/or that engages in a regular form of organized social activity. Fraternal organizations typically may be classified as social organizations, professional organizations, culturally-based organizations or honor societies.

Section C: Practices

- 1) Student Government members, guests, and attendees are not required to dress in business professional attire and may differ from dressing to their own level of comfortability at general body meetings. During elections informationals and other general advertisements of Student Government meetings it will be stated that attendees and members should dress as they please. At Student Government retreats, members will not be given any specific instruction on how to dress at meetings. Clubs and special guests will be informed to dress to their own comfortability as well. Student Government members and attendees will not be discriminated against in any way based on their choice of attire.

BYLAW 02: Legislative Action

Section A: Changes to the Bylaws and Constitution

- 1) Any legislation to amend these Bylaws or the Constitution must be typewritten as a bill and sent to the Chief of Staff for review and approval by a simple majority of the Legislative Affairs Committee.
- 2) The bill is then placed on “new business” at the next general meeting. Following this meeting, the bill will be placed on “old business” and will be voted on at the following general meeting.
- 3) A $\frac{2}{3}$ -majority is needed to approve changes to the Constitution and the Bylaws.
 - a) The primary sponsors of a bill may choose to have bills written for the Bylaws and Constitution voted on in a single roll call vote, with a $\frac{2}{3}$ -majority needed to pass both bills.
 - i) These bills must be related and of similar content, as approved by the Chair.
- 4) Violations of the provisions or the spirit of this Constitution of the Student Government shall be sufficient ground for the accused parties to go through the impeachment and recall process, as outlined in Article VIII.

- 5) The Chief of Staff or Executive Vice President may revise the phrasing of the Constitution and Bylaws and update titles of professional offices in a manner that does not impact the interpretation of the Constitution or Bylaws. All changes must be approved by the Executive Vice President and Chief of Staff. Once approved, the change must be announced at the following General Body meeting. All changes are subject to appeal by the general body via documentation addressing any concerns with the proposed changes. All henceforth documentation will be subject to review by Student Government Advisor(s) within a two week period of the announcement.

Section B: Bills, Commendations, Initiatives, and Resolutions

- 1) A Bill is any legislation that amends the Bylaws or Constitution. If the legislation does not amend the Bylaws or the Constitution, it shall either be a Commendation, Initiative, or Resolution. Commendations shall be all legislation that effectuates appreciations and honors and should be drafted as such. Any other measures shall be Resolutions and should be drafted as such. Initiatives are petitions drafted by students not associated with Student Government.
- 2) All Bills shall be submitted to the Executive Vice President or Chief of Staff and shall be voted on in the Legislative Affairs Committee. If passed by simple majority, Bills shall be sent to the President, who shall place the legislation on “New Business” at the next General Body meeting. Following this meeting, the legislation will be placed on “Old Business” and will be voted on at the following General Body meeting.
- 3) All Commendations shall be submitted to the Executive Vice President or Chief of Staff and shall be voted on in the Legislative Affairs Committee. If passed by simple majority, Commendations shall be sent to the President, who shall place the legislation on “New Business” at the next General Body meeting. Following this meeting, the legislation will be placed on “Old Business” and will be voted on at the following General Body meeting.
- 4) All Resolutions shall be sent to the Executive Vice President or Chief of Staff who will designate the legislation to its relevant committee to gain insight, constructive feedback, and structural improvements. Once the designated committee reviews and passes the Resolution by a simple majority, the committee shall send it to the President, who shall place the legislation on “New Business” at the next General Body meeting. Following this meeting, the Resolution will be placed on “Old Business” and will be voted on at the following General Body meeting.
- 5) All Initiatives shall be sent to the Executive Vice President or Chief of Staff who shall meet with the relevant sponsors to offer structural and formatting suggestions. Once the Executive Vice President or Chief of Staff reviews the Initiative, the committee shall send it to the President, who shall place the legislation on “New Business” at the next General Body meeting. Following this meeting, the Resolution will be placed on “Old Business” and will be voted on at the following General Body meeting.
- 6) Any voting or quasi-voting member of the Student Government, as well as the Executive President, may be a primary sponsor or a sponsor on a bill. Only voting



- members of the Student Government, as well as the Executive President, may be a primary sponsor or a sponsor on a resolution or commendation.
- a. Members who played a role in the drafting of the legislation shall be listed as primary sponsors. Members who strongly support the proposed change in the piece of legislation may sponsor a bill by reaching out to the primary sponsor(s).
- 7) A $\frac{2}{3}$ majority of those present is necessary to pass a resolution.
 - 8) A simple majority of those present is necessary to pass a Commendation.
 - 9) A simple majority of those present is necessary to pass an Initiative.

Section C: Form of Legislation

- 1) All legislation shall consist of the following elements:
 - a. A title.
 - b. A brief statement of the purpose of the legislation if it is a bill.
 - c. The name of all sponsors and the positions they hold in the Student Government.
 - d. A legislative number.
 - e. The body of legislation.
 - f. The date the legislation is to become effective if enacted by the SG.
- 2) The legislative number shall consist of the following:
 - a. A letter indicating whether the legislation is a Bill, Commendation, Initiative, or Resolution. A Bill shall be designated by “B”, a Commendation shall be designated by “C”, an Initiative shall be designated by “I”, and a Resolution shall be designated by “R”;
 - b. The academic semester and year. Fall shall be designated “F” and spring shall be designated “S”;
 - c. A number. Bills, Commendations, Initiatives, and Resolutions shall be numbered consecutively, beginning with “1” for the first piece of legislation of the current session, followed by “2”, and so forth. Bills, Commendations, Initiatives, and Resolutions shall have separate numbering systems.

Section D: Voting Procedures

1. At a general meeting of the Student Government, the sponsor(s) will have the opportunity to introduce their legislation and to answer questions from the General Body.
2. In the event that a pressing matter must be addressed by the Student Government, a piece of legislation may be moved straight to “old business” for immediate consideration with a $\frac{2}{3}$ majority vote at a general meeting.
3. All voting members—excluding the President, Student Trustee, and Alternate Student Trustee—have full rights to vote, debate, and make motions in general meetings, as provided by the parliamentary rules of the SG, including the SG Advisor(s).



- a. Delegates have full rights to debate and make motions in General Body meetings, as provided by the parliamentary rules of the SG, as well vote on any Bills presented.
 - b. The student body, faculty, and staff have the right to question and participate during debate.
 - c. The Chair must follow Parliamentary procedure, Robert's Rules, and remain impartial; this person must abstain from all open votes and debates.
4. After the General Body has moved to enter debate, the presiding officer will accept speakers to debate pro (in favor) or con (against) the matter at hand. There must be an equal number of speakers on each side. Pro and Con speakers respectively can choose the order in which members speak, amongst themselves.
 - a. If the chosen speakers cannot decide on their order, they will speak in the order in which they were selected.
 - b. Each speaker is required to present substantive points that contribute meaningfully to the debate.
 1. A substantive point shall be defined as a rationale for supporting or opposing a piece of legislation.
 - c. If a speaker does not meet this requirement, the speaker is disqualified and a new speaker for that side must be identified to speak within the allotted 45 seconds. If the new speaker also does not meet the requirement, the process will repeat until the requirement is met or the chair decides to conclude further substitutions.
 1. Disqualification of a speaker shall result in the notch being considered unfulfilled due to the lack of substantive points presented.
 - d. Whether this requirement has been met shall be decided at the discretion of the chair.
 5. Before or during debate, the President or current chair may give up their chairmanship to debate these provisions to the next person in succession as defined by the Constitution. They cannot retake it until debate about the specific item is over.
 6. All motions made by the SG shall pass by a majority vote of members present, unless specified by the Constitution, these Bylaws, and/or Robert's Rules of Order, Newly Revised.
 7. Each voting and quasi-voting member shall have one vote.
 - a. Any vote on a Bill, Resolution, or Initiative will be recorded by roll call vote facilitated by the Alternate Student Trustee and will be published on the Student Government website. The format for publications on the Student Government website will include the Bill, Resolution, or Initiative, and at the bottom list the verdict, vote count and all voting Representatives' name, position, and corresponding vote on the Bill, Resolution, or Initiative. This omits any vote on a club, motion to enter debate or table the Bill, Resolution, or Initiative.



8. The chair will determine before voting takes place whether voting by voice or roll call vote is appropriate.
9. The SG President shall vote only to break a tie.
10. Voting members of the Student Government shall not participate in votes particular to organizations of which they are recognized members.

BYLAW 03: Club Recognition

Section A: Requirements To Start a New Organization

- 1) An organization wishing to be recognized by the SG and the College must have a thorough, clear, and concise purpose that promises to promote and/or maintain the quality of student life on campus through its work by offering something unique through its membership, services, and programs.
- 2) The prospective organization must be structured in a manner that can sustain itself over some years.
- 3) The prospective organization must have a charter member list that shows a significant, balanced, and diverse interest in its purpose, activities, services, and programs and contain a minimum of 10 members under the discretion of the Vice President for Governmental Affairs.
- 4) The prospective organization must have an advisor who is a TCNJ faculty member or staff member. Any prospective advisor must receive Responsible Employee training under the Title IX Office before the prospective organization can present to the Governmental Affairs Committee. If the advisor has previously received Responsible Employee training, it must be no more than three years prior to the start of the recognition process. If the training occurred more than three years prior to the recognition process, the advisor must receive Responsible Employee training again.
- 5) The prospective organization must comply with all regulations set forth by these Bylaws, the Student Finance Board, the Office of Student Life and Leadership Development, and TCNJ.
- 6) The prospective organization must demonstrate an effective and organized executive leadership team who can successfully further the mission of the organization.
- 7) The prospective organization does not duplicate an existing organization through name or purpose, with the exception of religious or politically affiliated organizations.
- 8) All student organizations must accurately represent themselves when presenting in front of the Governmental Affairs Committee or General Body. If an allegation of misrepresentation arises, the Governmental Affairs Committee will investigate the claim and provide a recommendation to the General Body on how to proceed.
- 9) The Vice President for Governmental Affairs will collaborate with the Office of Student Life on any potential student organization that may be classified as fraternal in order to explore the degree to which it meets the criteria for definition as fraternal. Any potential student organization that meets the criteria to be classified as fraternal will be referred to the Inter Greek Council for recognition.

Section B: Organizational Constitutions

- 1) In order for an organization to be recognized, it must have a constitution filed with the Office of Student Involvement and be approved by a member of the Committee on Governmental Affairs.
- 2) Article I will contain the name of this organization and Article II will contain the purpose of this organization.
- 3) No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Exceptions include:
 - a. Religious qualifications may be required by organizations whose aims are primarily sectarian;
 - b. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression;
 - c. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression, provided there is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression.
- 4) Article IV will define the elected officers of the organization. Each organization must have a President and a Treasurer; the same person may not serve in both positions. For every position, one section of its corresponding article will be dedicated to defining the position and its requirements. A section must also be dedicated to set term duration for all elected officers included in this article.
- 5) Article V will define Delegate membership of the organization. It will contain a section detailing application for membership into the organization, a section detailing the types of membership, a section stating that there is no limitation on membership, a section stating termination of membership and impeachment of executive board members, and a section defining elections for officers as defined by Article IV.
- 6) Article VI will define committees within the organization, if needed. All committees must contain their own sections with a description of their purpose and membership.
- 7) Article VII will define financial provisions within the organization. It will contain a section that will define how the club will be funded and will contain a section that defines any out-of-pocket costs for the organization and its members.
- 8) Article VIII will define how and when the organization meets. It will contain a section defining when meetings will be held and contain a section defining a quorum in which a meeting can be held.
- 9) Article IX will define the requirements to be an advisor for the organization.



- 10) Article X will define how to amend the constitution. All constitutional amendments must be passed by a $\frac{2}{3}$ majority of recognized club members and must be submitted to the Governmental Affairs Committee for final approval. If the constitutional changes are approved, the Vice President shall have the authority to update the student organization's constitution within any media necessary.

Section C: Recognition Process

- 1) The club must prepare an application which will be screened by the Organization Review Chair, who will flag the club if it appears to be an athletic organization. If flagged, the club must contact the Department of Athletics and Recreation, or the Director of Operations of the School of Arts and Communication which will then submit a formal recommendation to the Governmental Affairs Committee. The Governmental Affairs Committee will take this recommendation into consideration before making their final decision.
- 2) If approved by the Organization Review Chair, the club will appear before the Governmental Affairs Committee at its next regularly scheduled meeting during the semester.
- 3) If the Governmental Affairs Committee approves, the potential student organization will first appear on the General Body agenda in new business at its next meeting, and then be moved to old business on the agenda the week after.
- 4) A club may be reviewed by either the Governmental Affairs Committee or General Body outside of the specified dates at the discretion of the President, Executive Vice President, or the Vice President for Governmental Affairs, allowing for semester breaks and special circumstances.
- 5) The Organization Review Chair will speak on behalf of each club that wishes to receive SG recognition. They will present the Governmental Affairs Committee decision, as well as the reason for this decision, including the club's potential strengths and weaknesses identified by the Governmental Affairs Committee.
- 6) The club representative(s) will be present to answer any questions, if necessary. SG also strongly recommends that an advisor be present.
- 7) The General Body must, by a majority vote, uphold or deny the decision of the Governmental Affairs Committee.
- 8) The club representative(s) and anyone affiliated with the club in the General Body will not be present during the voting process. The club representative(s) will then return to hear the General Body's final decision.
- 9) If the club is recognized by the General Body, the club then moves forward to register with the Office of Student Involvement and participate in its new student organization orientation.
 - a. A club has up to three weeks to contact the Coordinator of Student Organizations in order to register as a recognized organization. Failure to do so will halt their access to privileges of recognized organizations.



- 10) A club denied approval at any point in the process may reapply, but no sooner than the following dates of review for both the Governmental Affairs Committee and General Body.
- 11) When the organization presents to the Governmental Affairs Committee, the Organization Review Chair cannot debate and must abstain from voting on the organization.
- 12) When the organization presents to the General Body, the Organization Review chair cannot debate and must abstain from voting on the organization.

Section D: Recognized Student Organization Privileges and Responsibilities

- 1) Recognized organizations shall be eligible for Student Activity Fee funding by the Student Finance Board.
- 2) Recognized organizations shall be allowed to use the name of the College.
- 3) Recognized organizations shall be allowed to post on TCNJ bulletin boards, pending advertisement approval by the Office of Student Involvement.
- 4) Recognized organizations shall be given a mailbox.
- 5) Recognized organizations shall be eligible to register with the ROAR* app and maintain an email address on the TCNJ domain.
- 6) Recognized organizations shall be allowed to reserve rooms and tables on campus.
- 7) Recognized organizations shall be eligible to apply for storage or office space in the Brower Student Center.
- 8) Not all privileges and responsibilities of student organizations are enumerated in these Bylaws.
- 9) All student organizations and potential student organizations are expected to be in compliance with all policies at The College of New Jersey, which include, but are not limited to the Student Code of Conduct, Student Organization Privileges and Responsibilities, Expectations and Standards for Off-Campus Conduct, and the Student Affairs Policies and Procedures.

Section E: Maintaining Recognition and Disciplinary Measures

- 1) An organization must submit a re-registration form to the Office of Student Involvement, keep their current constitution on file with the SG, and submit any amendments to the Governmental Affairs Committee for approval, check organizational mailboxes and email on a regular basis, and hold at least one organization meeting or initiative per semester.
- 2) Organizations that fail to meet these expectations will be referred by the Office of Student Life to the Vice President for Governmental Affairs to be placed on inactive status for the semester.
- 3) If a student organization fails to regularly check email or mail, then the Office of Student Life will reach out to the personal email address of the organization's leadership and advisor.



- 4) Organizations that fail to re-register their group by the last day of undergraduate classes for the semester, the organization will be referred to the Governmental Affairs Committee for pending inactive status by the Office of Student Life. Once the organization is referred for pending inactive status, the student organization will have one (1) month to re-register with the Office of Student Life to be considered an active student organization for the following semester.
- 5) If an organization has maintained pending inactive status for more than one month, the organization will be referred by the Office of Student Life for inactive status by the Vice President for Governmental Affairs. When moved to inactive status, the student organization will not be permitted to participate in the involvement fair. Likewise, the Office of Student Life will suspend privileges of recognition, including but not limited to space reservations, campus postings, and student organization management and marketing systems.
- 6) If an organization is placed on inactive status, all privileges defined in Section D of this Bylaw will be revoked and the organization's president shall be informed of this change in status. Additional sanctions can be imposed, including, but not limited to, censure, impoundment of an organization's funds, loss of eligibility for further Student Finance Board funding, and/or suspension of privileges as stated in Section D.
- 7) The inactive organization will be allowed to petition the Governmental Affairs Committee to vote them into recognized status when they feel they have responded to the violation for which they were sanctioned. This petition must be sent to the Vice President for Governmental Affairs, who will make a decision as to whether or not to restore recognized status to the inactive organization.
- 8) After a student organization loses its recognition, any group of students may apply for recognition of a new student group that may duplicate the purpose of some other group that is no longer a formally recognized student organization.

BYLAW 04: Membership Accountability

Section A: Attendance

- 1) A member of the Cabinet or the General Assembly must email the Alternate Student Trustee no later than midnight on the night before the meeting or event for which the member cannot attend.
- 2) If an elected member does not fulfill their job duties and/or earns an infraction, they will attend a meeting with the Judiciary board and/or Student Government advisors. The Judiciary Board will then begin the process of keeping official documentation for every individual with whom they meet. The Judiciary Board should allot a 2 week make-up period with the right to make exceptions based on the elected members' individual circumstances, as they see fit. If the member does not adhere to the standard set by the Judiciary Board by the follow-up meeting, the Judiciary Board



- then reserves the right to request a resignation. If the member does not submit a resignation by the designated date, the Judiciary Board will conduct a vote amongst themselves to impeach the member. If the Judiciary Board votes to impeach the member, the impeachment charge shall be sent to the prosecution and the recall process shall begin with the General Body.
- 3) If an elected or appointed member cannot attend required meetings, then that member must compensate for time lost in either of the following ways. If the member cannot attend General Body meetings, they must either sit on two Committees or two Governances (Class Council meetings will only count for Class Council members). If the member cannot attend any Committee or Governance meetings, then the member must attend all General Body meetings and meet with the Executive Vice President to find alternative ways to fulfill their duties in Student Government.
 - 4) Under dire and/or extreme personal circumstances, a member of the General Assembly may make an appeal to the Judiciary Board to adjust their total participation, only in cases where the circumstances are beyond the control of the individual. If the Judiciary Board accepts an appeal, the board will determine the new participation threshold for the member. If the board denies an appeal, the General Assembly member is still obligated to fulfill the duties listed in their job description.
 - 5) Infractions are organized in a tiered system based on severity of the violation that was committed by a member.
 - a. Purple Notice (Results in immediately followed up by conversation with Judiciary Board)
 - i. Absent for General Body Retreat, make-up session
 - ii. Leaves governance committee mid-year
 - iii. Failure to complete expected responsibilities in chair/ coordinator/ liaison position
 - iv. Late or Absent to General Body retreat without an excuse
 - v. Does not adhere to committee or cohort related instruction given by Cabinet officer, advisor, head cohort leader, or task leader
 - vi. Anything not mentioned on the rubric, but deemed fit by the J-Board
 - b. Red Notice (Results in immediately followed up by conversation with Judiciary Board and Advisors)
 - i. Absent for General Body Retreat and/or make-up session, unexcused
 - ii. Failure to complete expected responsibilities in Cabinet, Head Senator, or Class President role
 - iii. Absent from 3+ General Body Meetings, unexcused
 - iv. Absent from 3+ Internal Committee meetings, unexcused
 - v. Absent from 3+ Governance, unexcused



- c. Disciplinary Violation (Results in resignation and removal of officer by Judiciary Board)
 - i. Issued for TCNJ Conduct Code and/or Academic Integrity Policy violation

Section B: Charges of Impeachment

- 1) If a member fails to adhere to the standards set by the Judiciary Board during their meeting, as outlined in Bylaw 04, Section A, Subsection 8, this shall be designated a nonfeasance impeachment charge. The Judiciary Board will procure a comprehensive impeachment charge outlining the member's dereliction of duty. The Judiciary Board will then present the charge to the prosecution.
- 2) If any member of the SG, or any constituent, wishes to file a formal complaint on the basis of nonfeasance, misfeasance, or malfeasance, they must present it to the Judiciary Board via written documentation. The Judiciary Board will then proceed to collecting evidence and data on the veracity of the complaint. They may do so through meeting with members of the SG, constituents, or any faculty/staff member the board deems appropriate. If the Judiciary finds sufficient evidence, they shall meet with the accused to discuss the issue and may request a letter of resignation. If said letter is not received by the requested date, the Judiciary Board will procure a comprehensive impeachment charge outlining the member's dereliction of duty. The Judiciary Board will then present the charge to the prosecution.
- 3) If any complaint brought forth to the Judiciary Board shows a member to be in violation of the Student Code of Conduct or the Academic Integrity Policy, the Judiciary Board, in concert with the SG Advisors, will abide by the standards set in Article VII, Section 3 and Article VII, Section 4.

BYLAW 05: Election Regulations

Section A: Petitions and the Election Commission

- 1) The Election Commission shall consist of the Alternate Student Trustee, Student Trustee, and SG Advisor. In the event that the Student Trustee is up for election the Election Commission would deem a third party.
- 2) The eligibility of each candidate will be reviewed to ensure that they are qualified for the position they are running for, based on the requirements set forth by the Constitution. If qualified, then the candidate's name shall be placed on the ballot.
- 3) A student running for class office must be a member of the class they represent for the complete duration of their term as determined by course units from records and registration. If a student wishes to run for a different class council based on their incoming class or graduating year, that student may appeal to the elections commission to change their class standing for that election. The student must email



- the Elections Chairperson and appeal their classification by the date specified by the Chairperson.
- 4) Persons wishing to run for any elected office of the Student Government that have previously been impeached and recalled in accordance with the Constitution must first appeal to the Election Commission in order to be considered a candidate.
 - 5) The Election Commission reserves the right to withhold Cabinet and General Assembly positions if no recognized candidates exist on the ballot.
 - 6) Any appeals will be handled by the Election Commission.
 - 7) Any student who wishes to run for a Class Council or Cabinet position must not be set to graduate early within that academic year.

Section B: The Elections Packet

- 1) Elections will be held once during the spring semester and once during the fall semester. Spring elections will consist of Cabinet members, Class Council members, and $\frac{2}{3}$ of School Senators. Fall elections will consist of the remaining $\frac{1}{3}$ of Senators, the Freshman Class Council, and any open General Assembly seats.
- 2) Voters will be able to vote for all Cabinet members and at least one direct representative.
- 3) Any provisions not outlined by the Bylaws and/or Constitution will be defined by the Elections Packet.
 - a. This Packet will be created by the Elections Commission and approved by the SG Advisor(s).
 - b. At least sixty days before the election is held, the Elections Commission must present the Elections Packet in an open General Body meeting.
 - c. Thirty days before the election is held, the Elections Commission will finalize the Elections Packet and no changes can be made.

Section C: The Election Commission

- 1) The Community Standards Board will consist of five TCNJ students that must not be running in the election or part of the Elections Commission.
- 2) The members of the Board must not partake in any form of candidate endorsement.
- 3) The Community Standards Board will elect their own chair from their membership.
- 4) After the Election Commission makes the decision on a complaint, either party involved may submit an appeal to the decision of the Election Commission within 1 hour from the time the decision is announced in writing to the SG Advisor.

- 5) The only grounds for an appeal are significant procedural irregularity during the Commission hearing, substantial new evidence has come up after the decision was made, and that the penalty was too severe.
- 6) The Election Commission will provide the Community Standards Board with their written response to the appeal.
- 7) The Board first will consider if grounds exist for an appeal to be heard.
- 8) If the Board finds no grounds, the appeal will not be heard and the decision of the Election Commission will be upheld.
- 9) If the Community Standards Board determines that grounds for an appeal exist, the Board may take any of the following actions:
 - a. Make a determination on the appeal based on the materials submitted in writing;
 - b. Invite the Alternate Student Trustee to further explain the Commission's decision;
 - c. Invite the parties involved to enter the meeting and conduct a hearing following the same procedure as the complaint meeting held by the Election Commission in Section E.
- 10) The Community Standards Board may affirm or reverse the decision of the Election Commission, or modify the penalties imposed by the Election Commission.
- 11) The decision of the Community Standards Board is final.
- 12) The chair will then notify the SG Advisor, the Election Commission, and both parties.

Section D: The Complaint Process

- 1) Any student may file a complaint alleging a violation of the Election Bylaws.
- 2) Complaints must be submitted either in writing to the mailbox of the Alternate Student Trustee or in email to the Alternate Student Trustee no later than 1 hour after the website closes on the last day of the election.
- 3) Complaints must include the name of the person filing the complaint, the name of the person against whom the complaint is being filed, the date(s), time(s), and location(s) of the alleged violation(s), which of the bylaws was allegedly violated, and the name(s) of any witness(es) to the alleged violations(s).
- 4) The Alternate Student Trustee will chair a hearing with the Election Commission and both parties to review the complaint. If the complaint is filed on the final day of the election, the hearing will be held that evening before the Election Commission officially announces the results.
- 5) All parties present at the appeal meeting will be asked to read and sign a document that confirms the confidentiality of the appeals process.
- 6) Either party may challenge a member of the Commission if he or she feels that an individual sits with a bias. If a challenge is presented, the Commission will vote to decide whether that member must leave.



- 7) After the complaint is read, the party filing the complaint can present any supporting evidence or witnesses. The defending party will then do the same after the accusing party has presented his or her evidence or witnesses.
- 8) Witnesses may only remain in the meeting for as long as they are needed to give testimony or answer questions from the Commission.
- 9) After statements, the Commission will then go into closed deliberations to determine responsibility for the violation.
- 10) If a candidate is found responsible for the violation(s), the Election Commission may issue one or more of the following sanctions:
 - a. A warning letter outlining possible consequences for further violations;
 - b. A restriction on campaigning privileges;
 - c. The removal of votes obtained by the candidate;
 - d. The disqualification of the candidate;
 - e. Any other sanction deemed appropriate by the Election Commission.

BYLAW 06: Financial Expenditures

- 1) The Vice President for Finance and the SG President are the only people who have signing rights over all SG accounts, in conjunction with the SG Advisor(s).
- 2) All requests for reimbursements must be given to the Vice President for Finance within one (1) week of the date of event, transaction, or purchase for which reimbursement is being sought and must have an original receipt. This deadline may be extended on a case-by-case basis at the discretion of the Vice President for Finance.
- 3) All fundraising dollars must be deposited into the SG fundraising account by the Vice President for Finance one (1) week after receiving the funds from the Vice President for Advancement. Five percent (5%) of cohort fundraising dollars will be reserved for supporting SG internal operations, while the remainder will be reserved for specific cohort use. The Vice President for Finance shall maintain detailed records of all contributions made by individual cohorts and their respective balances in the SG fundraising account.
 - A. The money raised from the five percent (5%) pool shall be used to fund the inner workings of the organization. These include but are not limited to: senior commendations, fall and spring retreat, promotional materials, and office upkeep. It is up to the discretion of the Executive President and the Vice President for Finance to decide when these funds can be used.
 - B. Cohort fundraising dollars will stay with the respective class year until graduation when it will be washed back to the general SG fundraising balance.
- 4) The only person who can be reimbursed for expenditures is the person who incurred the expense.
- 5) The SG will not reimburse any sales tax levied on any purchase. Any member making a purchase may obtain a tax-exempt form before making the purchase.



- 6) The SG may co-sponsor any campus-sponsored event.
- 7) If a student organization seeks co-sponsorship or funding, the President will decide whether a group may come before the SG Cabinet to ask their approval to co-sponsor their event.
- 8) The SG Student Finance Board representative must not accrue more than two absences, or one unexcused absence from the Student Finance Board, or else be subject to replacement from their position.

