

Contents

Chapter 1 Legislative Branch.....2
Chapter 2 Senate Rules of Order.....7
Chapter 3 Student Government Committees.....17
Chapter 4 Executive Branch26
Chapter 5 Services.....32
Chapter 6 Operating Procedures of the Judicial Branch33
Chapter 7 Operating Procedures of the Impeachment Court37
Chapter 8 Finance Procedures and Policies.....39
Chapter 9 Election Commission54
Chapter 10 Election Procedures and Policies59
Chapter 11 Compensation for Chief Officers.....64
Chapter 12 Amending the Bylaws65
Chapter 13 Ratification65
Chapter 14 Student Government Operation65

Chapter 1 Legislative Branch

1.1 Constituency councils are subject to the following rules:

1.1.1 For a constituency council to be

1.1.2 the designated council, the organization must meet regularly with constituencies, and help to facilitate the flow of information from students to Student Government and vice versa.

1.1.3 In the event a constituency council fails to meet the criteria to be the designated council, legislation will be authored to review its status.

1.1.3.1 Any legislation that removes a constituency council must name a replacement.

1.1.4 The highest executive officer of the constituency council will be responsible for notifying the Speaker in the case of unexcused absence.

1.1.5 The recognized constituency councils are as follows:

1.1.5.1 College constituencies:

1.1.5.1.1 Agriculture and Life Sciences – Agriculture and Life Sciences Student Council

1.1.5.1.2 Business – Ivy Student Council

1.1.5.1.3 Design – Design Council

1.1.5.1.4 Engineering – Engineering Student Council

1.1.5.1.5 Graduate – Graduate and Professional Student Senate

1.1.5.1.6 Human Sciences – Human Sciences Council

1.1.5.1.7 Liberal Arts and Sciences – Liberal Arts and Sciences Council

1.1.5.1.8 Veterinary Medicine – Graduate and Professional Student Senate

1.1.5.2 Residence area constituencies:

1.1.5.2.1 Frederiksen Court Community - Frederiksen Court Community Council

1.1.5.2.2 Inter-Residence Hall Area – Inter-Residence Hall Association

1.1.5.2.3 Interfraternity Housing Area – Interfraternity Council

1.1.5.2.4 Off Campus Residence Area - United Residents Off Campus

1.1.5.2.5 Panhellenic Housing Area – Collegiate Panhellenic Council

1.1.5.2.6 University Student Apartment Community – Schilletter and University Village Community Council

1.1.6 In the event that an above constituency council is unable or otherwise incapable of nominating candidates to Senate, break a tie in Student Government elections, or otherwise fulfill the duties of a qualified council for the purposes of filling Senate seats, the Rules Committee can temporarily assume the role of the constituency council on a case-by-case basis.

- 1.1.6.1 The Speaker will inform the Senate of the source and the circumstances of the nomination.
- 1.1.6.2 The Rules Committee will not be held to the qualifications governing constituency council for the purposes of nominating a qualified Senator.
- 1.1.6.3 Upon a tied vote in constituency council nominating process, the rules committee may assume a tie breaking vote upon request.

1.2 Seating of senators is subject to the following rules:

- 1.2.1 Any student elected through general election that takes the seat or is nominated by their constituency council and confirmed by Senate will be titled senator-elect.
- 1.2.2 Senator-elects must take the oath of office, as prescribed in the constitution, before they can execute the duties of a Senator.
 - 1.2.2.1 All senator-elects elected through general election must do so before the second regular Senate meeting of the first session.
 - 1.2.2.2 All senator-elects nominated through the designated constituency council must take the oath of office within two weeks following the passing of their seating bill.
 - 1.2.2.3 In the event a senator-elect fails to take the oath in the prescribed time frame, the seat will be considered vacant.
 - 1.2.2.4 The oath will be administered by the Chief Justice or their designee, with at least one other officer of the government present as witness.
- 1.2.3 A constituency council nominating to fill a vacant seat will notify the Speaker of the person they choose to nominate.
 - 1.2.3.1 Upon notification, the Speaker will author a piece of legislation to seat the nominee as Senator, to be placed on the next regular agenda of Senate.
 - 1.2.3.2 Before the legislation can come forth, the Rules Committee will have a hearing for the nominee.
 - 1.2.3.3 The nominee must attend both the Rules Committee hearing and the Senate meeting of their confirmation, unless excused by the Speaker.

1.3 Senators have the following duties and responsibilities and are subject to the following rules:

- 1.3.1 Failure to complete any of the prescribed duties in the discretion of the Speaker will constitute a one (1) full nonfeasance of duty, unless otherwise specified.
- 1.3.2 Senators have the responsibility to:
 - 1.3.2.1 Make frequent and concerted efforts to communicate with their constituents.
 - 1.3.2.2 Communicate regularly with their constituents and constituency councils about all open positions within Student Government
 - 1.3.2.3 Serve on at least one Student Government or University committee.
 - 1.3.2.4 Keep their online directory on the Student Government website up to date and relevant.
 - 1.3.2.5 Attend all meetings of Senate.
 - 1.3.2.5.1 The chair of Senate will be the one to determine what constitutes an excused or unexcused absence, tardy or early departure from the meeting.
 - 1.3.2.5.2 An unexcused tardy or early departure from Senate will constitute one-half (1/2) of a nonfeasance of duty.
 - 1.3.2.5.3 An unexcused absence will constitute one (1) full nonfeasance of duty.

1.3.2.6 Attend all meetings of the committees they are part of.

1.3.2.6.1 The committee chair will be the one to determine what constitutes an excused or unexcused absence, tardy or early departure from the meeting.

1.3.2.6.2 An unexcused tardy or early departure from a committee meeting will constitute one-quarter (1/4) of a nonfeasance of duty.

1.3.2.6.3 An unexcused absence will constitute one-half (1/2) of a nonfeasance of duty.

1.3.2.7 Attend all meetings of the constituency council they represent.

1.3.2.7.1 The constituency council will determine what constitutes an unexcused absence.

1.3.2.7.2 The first two occurrences of an unexcused absence will constitute one-half (1/2) of a nonfeasance of duty.

1.3.2.7.3 Any further unexcused absences will constitute one (1) full nonfeasance of duty.

1.3.2.8 Attend at least one (1) weekly office hour in the Student Government office during the hours of 9:00am and 5:00pm during the days of Monday through Friday.

1.3.2.8.1 The Vice Speaker will be the one to determine what constitutes a missed office hour.

1.3.2.8.2 Senators must report to the Vice Speaker, in a manner to be specified by the Vice Speaker, upon completion of this weekly office hour.

1.3.2.8.3 Two (2) missed weeks of office hours will constitute one (1) nonfeasance of duty.

1.3.2.8.4 Time spent in a scheduled committee meeting does not count towards the required time in the office.

1.3.2.8.5 College of Veterinary Medicine senators may choose to have their office hour to the CVM campus.

1.3.2.9 Attend all mandatory working sessions.

1.3.2.9.1 The Speaker will be the one to determine what constitutes an excused or unexcused absence, tardy or early departure from the session.

1.3.2.9.2 Unexcused absences, tardies and early departures will have the same prescribed punishments as that of committee attendance.

1.3.2.10 Not use their computer or phone during programs, presentations, and open forum portions of committee or Senate meetings, unless excused or directed to do so by the presenter, Speaker or chair.

1.3.2.11 Not use their computer or phone for personal matters, including homework, during any committee or Senate meetings, unless excused or directed to do so by the Speaker or chair.

1.4 The Speaker and Vice Speaker have the following additional responsibilities and are subject to the following rules:

1.4.1 The Speaker has the responsibility to:

1.4.1.1 Be the official representative of the Legislative branch.

1.4.1.2 Be the chief and head of the Legislative branch.

1.4.1.3 Author all legislation as mandated by government law.

1.4.1.4 Determine appropriate codification and numbering for all legislation seen before Senate.

1.4.1.5 Set the agenda for meetings of Senate.

1.4.1.6 Authorize all programs for meetings of Senate.

1.4.1.7 Sign all letters and documents necessary to carry out the will of the Senate.

1.4.1.8 Manage all governing documents of the government.

- 1.4.1.9** Create and disband ad-hoc committees as necessary.
- 1.4.1.10** Call, with reasonable cause, Senate and any operating, project or other Student Government ad-hoc or special committees into meeting with forty-eight (48) hours written notice.
- 1.4.1.11** Forward all necessary legislation and other correspondence to relevant officers of Student Government.
- 1.4.1.12** Notify the highest executive officer of the appropriate constituency council of any vacant Senate seats.
- 1.4.1.13** Act as the parliamentarian of Senate, with the advice of the Vice Speaker.B
- 1.4.1.14** Serve as the chair of the Rules Committee.
- 1.4.1.15** Be the sponsor of any legislation the Rules Committee is compelled to write.
- 1.4.1.16** Serve a minimum of ten (10) office hours a week, as described in the duties of all Senators.
 - 1.4.1.16.1** In the case the Speaker is a College of Veterinary Medicine senator, up to three (3) of these office hours can be on the CVM campus.
 - 1.4.1.17** Determine and charge Senators with nonfeasance, misfeasance or malfeasance of duty.
 - 1.4.1.17.1** They will keep a tracking document to record all issuances of nonfeasance, misfeasance or malfeasance of duty, including their reason and associated dates. This document must be shared in full with the Vice Speaker, and available, with reasons redacted, for any others that request it.
 - 1.4.1.18** Implement all other actions necessary for the efficient and effective administration for the Legislative branch and Student Government as a whole.
- 1.4.2** The Vice Speaker has the responsibility to:
 - 1.4.2.1** Directly assist the Speaker with the efficient and effective administration of the Legislative branch and Student Government as a whole.
 - 1.4.2.2** Complete any duties, as assigned by the Speaker, or required by Senate.
 - 1.4.2.3** Assume the duties and responsibilities of the Speaker in their absence.
 - 1.4.2.3.1** In the event this is due to resignation or removal, they will assume the title of Speaker.
 - 1.4.2.3.2** In the event that the Speaker has assumed the title of acting President, the Vice Speaker will assume the title of acting Speaker.
 - 1.4.2.4** Serve as the vice chair of the Rules Committee.
 - 1.4.2.5** Track and enforce office hours for Senators.
 - 1.4.2.5.1** They will determine at the start of each session the manner in which senators will report their office hours,
 - 1.4.2.5.2** They will keep a tracking document that records all office hours, and share it in full with the Speaker, and any others that request it.
 - 1.4.2.5.3** Missed office hours for a week must be reported to the Speaker and the individual in question no later than the following Monday at 5:00pm.
 - 1.4.2.6** Be responsible for any additional officers the Senate chooses to create.
 - 1.4.2.7** Author a weekly report of Senate meetings to be shared with Student Government as a whole.
 - 1.4.2.8** Be a cosponsor on any legislation that the Speaker is compelled to write.
- 1.4.3** The Senate may establish additional officers as necessary through Senate order. Such officers will be overseen by the Vice Speaker.

1.4.4 In the event that Senate officer(s) are absent, the most senior members of the Rules Committee present will assume the duties and responsibilities of the officer(s).

1.4.4.1 The order to be filled will go Speaker, Vice Speaker, any then additional officers by order of creation.

1.4.4.2 If there are no more members of the Rules Committee present to fill these roles, then the order will fall to the most senior senator(s) present.

1.4.4.3 The office of Finance Director and Non-Profit Coordinator are exempt from these rules.

1.5 Disciplinary policy and removal is subject to the following rules:

1.5.1 In the event that a senator or at-large fails to meet the qualifications for office, the Rules Committee will author legislation for the removal of the individual in question. Such legislation shall be in the form of a Senate order.

1.5.2 Upon one (1) nonfeasance of duty being accrued by a senator, the Speaker will notify the individual in question.

1.5.3 In the event of a senator accruing one (1) misfeasance or malfeasance of duty or two (2) nonfeasance of duty, or in the event the chair of a committee recommends to the Speaker a disciplinary hearing regarding an at-large within their committee, the Speaker will nominate an individual to investigate the allegations, subject to confirmation by the Rules Committee. The investigator will present their findings and recommendations to the Rules Committee, after which the Rules Committee may vote to:

1.5.3.1 Dismiss all charges of misconduct.

1.5.3.2 Report to Senate the violation of government law is minor and warrants no further action.

1.5.3.3 Recommend the censure of the individual in question.

1.5.3.4 Recommend the removal of the individual in question.

1.5.4 Upon a senator accruing a second (2) instance of misfeasance or malfeasance of duty, or third (3) instance of nonfeasance, or the recommendation of censure or removal of a senator or at-large, the Speaker will nominate an individual to investigate the allegations, subject to confirmation by the Rules Committee. The Rules Committee will conduct a hearing, where both the investigator and accused will present case, after which the Rules Committee may vote to:

1.5.4.1 Report to Senate the violation of government law is minor and warrants no further action.

1.5.4.2 Author legislation to censure the individual in question to be placed on the agenda of the next Senate meeting.

1.5.4.3 Author legislation to remove the individual in question to be placed on the agenda of the next Senate meeting.

1.5.5 In the event that the Speaker is the senator being disciplined, the Vice Speaker will handle all procedures for disciplinary action.

1.5.6 In the event that a constituency council dismisses a senator from their body, or otherwise removes them, a bill for the removal of said senator from Student Government will be placed on the agenda of the next Senate meeting upon receipt from the President of said constituency council to the Speaker of the Senate

1.5.7 The removal of a senator or at-large may include the further restriction that said individual will be barred from holding offices of the government in the future

1.6 Work sessions can be held for the purposes of collaboration between senators and other members of government or for informational presentations not appropriate for Senate program.

- 1.6.1** Such work sessions can be scheduled by the Speaker, or their designee, at a date, time and location determined by them.
- 1.6.2** The Speaker, or their designee, must notify the Senate and Cabinet of any work session at least twenty-four (24) hours prior to the scheduled meeting time.
- 1.6.3** Any working session that takes place in the hour before a scheduled Senate meeting and announced by the Speaker, or their designee, at least seven (7) days prior, or at the prior Senate meeting, may be made mandatory for Senator to attend by the Speaker.

Chapter 2 Senate Rules of Order

- 2.1** Parliamentary procedure for the Senate will be the latest edition of Robert's Rules of Order, unless otherwise outlined in these rules.
- 2.2** Consent of the Senate will be defined to be either unanimous consent or by the majority vote of senators.
- 2.3** Unless otherwise qualified, unqualified votes will be of voting senators.
- 2.4** Meetings of Senate are subject to the following rules:
 - 2.4.1** Senate will meet regularly, in person, each Wednesday, after 6:00pm on the Iowa State campus, unless an alternate location or mechanism is specified under the provisions of the following rules.
 - 2.4.1.1** Senate may, by a motion at a prior meeting with a two-thirds majority, set an alternative date, time, or cancel a meeting.
 - 2.4.2** Under extenuating or extraordinary circumstances including, but not limited to, closure of university facilities or inclement weather, the Senate may meet in an alternative location or alternative mechanism or cancel a meeting.
 - 2.4.2.1** Alternative mechanisms include, but are not limited to, conference and video calls.
 - 2.4.2.2** The Speaker will be the one to determine if circumstances warrant action and decide what action to undertake.
 - 2.4.2.3** If Senate is moved or cancelled, the Speaker will give the Senate notice as soon as the decision is made.
 - 2.4.3** If a special session of Senate is called under the provisions of Article 2, Section E, Subsection 2 of the Constitution, the Speaker will make the determination by what mechanism and what location and notify Senate of the location and mechanism with a minimum notice of twelve (12) hours.
 - 2.4.4** Virtual meetings of Senate are subject to the following rules:
 - 2.4.4.1** The Speaker will include necessary login information with the legislative packet or by email, as well as backup telephone information, should it be available.
 - 2.4.4.2** The Speaker will begin the virtual call at least fifteen (15) minutes before the scheduled start of the meeting.
 - 2.4.4.3** Members of the meeting will be required to identify themselves by name to be admitted to the meeting.
 - 2.4.4.4** Quorum will be determined by an audible roll call at the beginning of the meeting and maintained thereafter by the visible list of online members, unless a Senator makes a demand for another audible roll call. Such a demand can be after a vote that fails to attain quorum.

- 2.4.4.5** Each Senator is required to maintain their audio and connection. In the event of an individual malfunction or disconnect, no action of the Senate will be invalidated by the subsequent failure of the Senator to participate.
- 2.4.4.6** The chair can, at their discretion, cause or direct the disconnect or muting of a Senator's connection if it is causing interference in the meeting. Such a decision will be announced and entered into the minutes and is subject to undebatable appeal by any Senator.
- 2.4.4.7** Senators will seek recognition of the chair by using the virtual hand-raise feature, if present, or alternative virtual method, to be decided upon by the chair.
- 2.4.4.8** A Senator may interrupt a member with an appropriate motion by using the virtual hand-raise feature, or alternative virtual method, until the chair recognizes them, or a reasonable time has passed before making their motion.
- 2.4.4.9** The Speaker will maintain an appropriate virtual area, including but not limited to, sharing their screen, for the display of the pending question or motion before the Senate.
- 2.4.4.10** Voting will be undertaken by an appropriate virtual method, as determined by the chair, or by an audible roll call. Announcement of the result will include the number of Senators voting for each side of the question, as well as any abstentions. Unanimous consent may also be called for when appropriate for the motion.
- 2.4.4.11** The chair or the Speaker will display a video feed of the chair of the Senate, as well as those currently recognized by the chair to speak.

2.5 All legislation codification will be codified according to the following system:

- 2.5.1** Legislation numbering will begin with the current term year as a four (4) digit number, followed by a dash, and the session number as a single number, another dash, and an incrementing three (3) digit counter in the order the legislation is introduced.
- 2.5.2** Bills and orders will have separate incrementing counts.
- 2.5.3** A suffix will be attached to the number with the following meanings:
 - 2.5.3.1** For Bills:
 - 2.5.3.1.1** A – Government Policy and Procedure
 - 2.5.3.1.2** F – Financial Legislation
 - 2.5.3.1.3** G – Amendments to both the Bylaws and Rules of the Legislative Branch
 - 2.5.3.1.4** J – Joint Resolution with the Executive
 - 2.5.3.1.5** R – Joint Recommendation with the Executive
 - 2.5.3.1.6** Y – Amendments to the Bylaws
 - 2.5.3.2** For Senate Orders: OB
 - 2.5.3.2.1** SA – Ratification of Contracts or Legal Agreements
 - 2.5.3.2.2** SC – Confirmation of Executive or Judicial Nominees
 - 2.5.3.2.3** SD – Seating of Nominated Senators
 - 2.5.3.2.4** SE – Amendments to the Rules of the Legislative Branch
 - 2.5.3.2.5** SG – Seating of Committees
 - 2.5.3.2.6** SL – Senate Policies and Procedures
 - 2.5.3.2.7** SO – Ordered Resolution
 - 2.5.3.2.8** SR – Opinion Resolution
 - 2.5.3.2.9** ST - Recommendation

2.5.3.2.10 SZ – Constitutional Amendments

2.5.4 In the event the question is divided, the new piece of legislation will be numbered appropriately.

2.5.5 All codifications and numberings will be determined by the Speaker when legislation is submitted to them.

2.6 All legislation is subject to the following rules:

2.6.1 To be considered for placement on the agenda of a regular Senate meeting for first read, all legislation must be submitted to the Speaker at a time and in a manner that is to be specified by the Speaker at the beginning of each session.

2.6.1.1 The cutoff time is to be no sooner than end of workday on Monday at 5:00pm.

2.6.1.2 All legislation must have two senators as sponsors, with one being the principal sponsor, and all others listed as cosponsor(s).

2.6.2 All legislation that requires two reads may be referred to committee(s) by the Speaker.

2.6.2.1 Any legislation that pertains to government finances will be sent to the Finance Committee.

2.6.2.2 Any legislation that pertains to government law, including contracts, will be sent to the Rules Committee.

2.6.2.3 Committees can suggest amendments to the referred legislation to be considered by Senate.

2.6.2.4 Committees will vote to send referred legislation back to Senate either “favorably”, “with no bias”, or “unfavorably”.

2.6.2.5 When sent back to Senate, the committee chair of the relevant committee will notify the Speaker, who will place the legislation on the agenda of the subsequent regular Senate meeting.

2.7 Agenda for Senate meetings are subject to the following rules:

2.7.1 The agenda will go in the following order:

2.7.1.1 Roll Call

2.7.1.2 Pledge of Allegiance

2.7.1.3 Program

2.7.1.4 Open Forum

2.7.1.5 Adopting the Agenda

2.7.1.6 Approving the Minutes

2.7.1.7 Committee Reports

2.7.1.8 Comments from the Judicial Branch

2.7.1.9 Comments from the Advisor

2.7.1.10 Comments from the Executive Branch

2.7.1.11 External Matters

2.7.1.12 Internal Matters

2.7.1.12.1 General Orders

2.7.1.12.2 Special Orders

2.7.1.13 New Business

2.7.1.14 Closing Announcements

- 2.7.2** All meetings of the Senate will follow the prescribed agenda set out above, unless there is a motion to amend the agenda on the floor. Any such motion can be made once the “Adopting the Agenda” portion of the agenda is open.
- 2.7.2.1** Any motion to amend the agenda or change the order of the agenda are subject to a two-thirds (2/3) vote of senators.
- 2.7.3** The Speaker will set the agenda for all Senate meetings.
- 2.7.3.1** They must make the agenda and all legislation being considered public at least twenty-four (24) hours in advance and be sent via email to all of Student Government.
- 2.7.3.2** In the case of a special meeting of Senate, and when expediency demands, the Speaker may opt to remove the Program, Committee Reports, and Comment Sections when setting the agenda.
- 2.7.4** Programs will consist of special presentations for informational purposes and will be placed upon the agenda by the Speaker.
- 2.7.4.1** Debate is not permitted.
- 2.7.4.2** At the discretion of the chair, appropriate clarifying and informational questions may be asked of the presenter and will follow the rules of debate that are outlined elsewhere in this section.
- 2.7.4.3** A Program shall:
- 2.7.4.3.1** Be no longer than 30 minutes including the questioning period
- 2.7.4.3.2** Be informative or educational towards the interest of students at Iowa State University, including information important to Iowa State University
- 2.7.5** Open Forum is a time for students to come forward with issues relevant to the student body.
- 2.7.5.1** Any such student coming forward must state their name and college upon being recognized by the chair.
- 2.7.5.2** Students have ten (10) minutes to speak, subject to the motion to limit or extend time.
- 2.7.5.3** Debate is not permitted.
- 2.7.5.4** At the discretion of the chair, appropriate clarifying and informational questions may be asked of the student, should time allow, and will follow the rules of debate that are outlined elsewhere in this section.
- 2.7.6** Motions that can be made during the “Adopting the Agenda” portion include, but are not limited to, amending the agenda, or adopting the nights agenda.
- 2.7.7** Motions that can be made during the “Approving the Minutes” portion include, but are not limited to, amending last meeting’s minutes, approving the minutes, or postponing the approval of the minutes.
- 2.7.8** Committee reports will consist of an update by the chair of each committee or their designee on important highlights and other time-sensitive information.
- 2.7.8.1** Reports will be limited to three (3) minutes in length, subject to the motion to limit or extend time.
- 2.7.8.2** Senators may ask a singular question to the committee, and are subject to the rules of debate that are outlined elsewhere in this section.
- 2.7.8.3** The order of committee reports will be determined by the Speaker.
- 2.7.8.4** All operating and project committees will deliver a report. Special and ad-hoc committees may be added at the discretion of the Speaker.

- 2.7.9** Comment sections from the Judicial Branch, Advisor and Executive branch are for the relevant individuals to deliver important information and other time-sensitive information.
- 2.7.9.1** Comments will be limited to five (5) minutes in length, subject to the motion to limit or extend time.
- 2.7.9.2** Senators may ask a singular question in each comment section and are subject to the rules of debate that are outlined elsewhere in this section.
- 2.7.10** External Matters consists of bills that pertain to organizational funding requests or other entities or individuals that are not a part of Student Government.
- 2.7.10.1** Any such legislation must have a representative of that organization present for questions during debate of the legislation.
- 2.7.10.1.1** The Speaker or Finance Director, whomever is appropriate, will ensure that a relevant representative is present.
- 2.7.10.1.2** For funding requests, in the event that a representative cannot be present, the Finance Director can serve as a suitable replacement.
- 2.7.11** Internal Matters is broken into two sections, by their classification:
- 2.7.11.1** Special Orders consists of legislation that pertains to seating or confirming individuals, or any other legislation that only requires one reading.
- 2.7.11.2** General Orders consists of all other legislation that is on second reading, and not a part of External Matters.
- 2.7.12** New Business consists of legislation that is currently in its first reading.
- 2.7.13** Closing announcements will serve as a time for any member of Student Government to provide information that is of benefit to the body as a whole.
- 2.7.13.1** Debate will not be permitted.
- 2.7.13.2** Closing announcements are limited to one (1) speaking privilege of five (5) minutes, subject to the motion to limit or extend time.
- 2.7.13.3** The Vice Speaker and Speaker, in that order, will have the final closing announcements, should they have any.
- 2.8** Reading of legislation will be subject to the following rules:
- 2.8.1** All legislation will require two (2) readings before Senate, at least forty-eight (48) hours apart, unless otherwise waived or designated.
- 2.8.1.1** Legislation considering the seating or confirmation of individuals will only require one (1) reading and be immediately considered to be on its second reading upon introduction.
- 2.8.2** First reading of legislation will consist of the sponsor, cosponsor or designee speaking to the legislation for a period of up to five (5) minutes, which may include reading the legislation in its entirety.
- 2.8.2.1** Senators may ask a single question yes or no question to the presenting member, which can be answered with yes, no or an indication of not knowing the answer.
- 2.8.2.2** A Senator may make the motion, with a provided reason as to why, to immediately consider this legislation on its second reading.
- 2.8.2.3** Debate is not permitted.
- 2.8.2.4** The motions to amend, divide the question and postpone indefinitely are not in order.

2.8.3 Second reading of legislation will consist of the sponsor, cosponsor or designee speaking to the legislation for a period of up to five (5) minutes, which may include reading the legislation in its entirety.

2.9 The rules of debate will be subject to the following rules:

2.9.1 Debate on legislation will only begin once the reading sponsor, cosponsor or designee has concluded their opening remarks.

2.9.2 The total time spent on the main motion will not exceed forty-five (45) minutes, unless otherwise specified by other rules, and will include subsidiary motions. This limit is subject to the motion to limit or extend time.

2.9.3 Debate on subsidiary motions is limited to fifteen (15) minutes, unless otherwise specified by other rules. This limit is subject to the motion to limit or extend time.

2.9.4 Senators are limited to two (2) speaking privileges of five (5) minutes per motion, unless otherwise granted additional speaking privileges by the consent of Senate. These privileges may be used consecutively.

2.9.4.1 The Finance Director will be given the same privileges when the legislation being considered is financial in nature. They will speak on if the legislation is compliant with rules governing Student Government finances.

2.9.4.2 The Election Commissioner or their designee will be given the same privileges when the legislation being considered pertains to Student Government elections, or the Election Commission. will

2.9.4.3 The Chief Justice or their designee will be given the same privileges when the legislation being considered pertains to the Student Government supreme court.

2.9.5 When a Senator has the floor, they may choose to yield time to another Senator or member of the gallery. However, the recipient may not further yield time, and the Senator who has the floor must choose to yield themselves.

2.9.6 On the conclusion of a main motion, whether by expiration of time, or call to question, the sponsor, cosponsor, or person who made the motion will be given a five (5) minute speaking privilege for closing comments and final remarks, before the Senate moves to a vote.

2.10 Votes on motions and legislation, unless superseded by the constitution, special procedures or otherwise specified, will be subject to the following rules:

2.10.1 Unless otherwise specified, votes may be done with roll call vote, a division of the body, or by unanimous consent.

2.10.1.1 For any vote, a Senator may call for a roll call vote.

2.10.2 All financial legislation is subject to a two-thirds (2/3) vote of senators and must be done by a roll call vote.

2.10.3 All roll call votes on legislation will be entered into the minutes as to how each Senator voted.

2.11 Signing of passed legislation is subject to the following rules:

2.11.1 The chair and acting Speaker at the time of the legislation's passing will sign legislation within five (5) days of the conclusion of the meeting.

2.11.2 All bills will immediately be released to President upon adjournment.

2.11.3 All Senate orders will begin implementation immediately upon adjournment.

2.11.3.1 In the case of an order to seat a new senator, it will take effect immediately upon affirmative vote, and oath by said senator.

2.12 Additional motions not delineated in parliamentary procedure are as follows:

2.12.1 The subsidiary motion to “End the period of discussion” will be in order when the Senate is under the Programs section of the agenda.

2.12.1.1 There must be no other motion pending.

2.12.1.2 Any senator may introduce the motion.

2.12.1.3 The motion requires a second.

2.12.1.4 The motion is amendable but not debatable.

2.12.1.5 The motion requires an affirmative two-thirds (2/3) vote of senators.

2.12.2 The subsidiary motion to “Waive the first read” will be in order when the Senate is on the first reading of a piece of legislation.

2.12.2.1 This motion will be the lowest ranking subsidiary motion.

2.12.2.2 Any senator may introduce the motion.

2.12.2.3 The motion requires a second.

2.12.2.4 The motion is debatable but not amendable.

2.12.2.5 Debate on the motion will not exceed ten (10) minutes.

2.12.2.6 The motion requires an affirmative two-thirds (2/3) vote of senators.

2.12.2.7 This motion cannot be reconsidered.

2.12.3 The subsidiary motion to “Extend debate to line items” will be in order when the Senate is under the special procedures governing the “Annual Allocations Bill”

2.12.3.1 This motion will rank immediate below the motion to “Limit or extend limits of debate”

2.12.3.2 Any senator may introduce the motion.

2.12.3.3 The motion will only be in order only once the question on the bill has been divided.

2.12.3.4 The motion will only be applied to a single organization for each time it is introduced.

2.12.3.5 The motion requires a second.

2.12.3.6 The motion is debatable but not amendable.

2.12.3.7 The motion requires an affirmative two-thirds (2/3) vote of senators.

2.12.3.8 This motion can be reconsidered.

2.12.4 The subsidiary motion to “Amend the organization’s allocation budget” will be in order when the Senate is under the special procedures governing the “Annual Allocations Bill”

2.12.4.1 The motion will only be in order when the organization’s budget has been sent back to finance committee with recommendations at least twice.

2.12.4.2 The motion requires a second.

2.12.4.3 The motion will be debatable and amendable.

2.12.4.4 The motion requires an affirmative two-thirds (2/3) vote of senators.

2.12.4.5 This motion can be reconsidered only in the same meeting of Senate.

2.12.5 The main motion to “Override an executive veto” will only be in order when no other motion is pending.

2.12.5.1 Any senator may introduce the motion.

2.12.5.2 The motion will only be in order for the legislation it pertains to in the two Senate meetings following its veto.

2.12.5.3 The motion requires a second.

2.12.5.4 The motion is debatable but not amendable.

2.12.5.5 The motion requires an affirmative two-thirds (2/3) vote of seated Senators, as prescribed in the constitution.

2.12.5.6 The vote must be a roll call vote.

2.12.5.7 This motion may be reconsidered.

2.12.6 The incidental motion to “Waive a senate rule” will only be in order when no other motion is pending.

2.12.6.1 Any senator may introduce the motion.

2.12.6.2 The motion requires a second.

2.12.6.3 The motion is debatable and amendable.

2.12.7 The motion requires an affirmative two-thirds (2/3) vote of seated Senators. The incidental motion to add/remove a Senator from the roll will be in order at any time.

2.12.7.1 Any senator may introduce the motion.

2.12.7.2 Any objection to the motion will result in an immediate roll call for quorum.

2.13 Special rules and procedures for the “Annual Allocations Bill” are as follows:

2.13.1 The legislation and any divided questions will require an affirmative two-thirds (2/3) vote of seated senators.

2.13.2 Discussion of line items of an individual organization’s budget is prohibited unless the motion to “Extend debate to line items” is made.

2.13.3 Individual organization’s budgets cannot be amended unless the motion to “Amend the organization’s allocation budget” is in order.

2.13.4 After debate has opened on the legislation after opening remarks, the chair will ask for any motions to “Divide the question”, but only one (1) organization at a time may be removed for separate consideration.

2.13.5 Once all motions to “Divide the question” have been made, the Senate will consider the original piece of legislation.

2.13.6 If the legislation does not receive the consent of Senate, all organizations in the original bill will immediately be divided onto individual bills for consideration.

2.13.7 Upon final vote of the original legislation, Senate will immediately recess for ten (10) minutes.

2.13.8 Once reconvened, Senate will consider the divided organizations in the order they were divided out.

2.13.9 In addition to standard rules of debate, the Senate has the following options when considering an individual organization:

2.13.9.1 Approve the recommendations of Finance Committee.

2.13.9.2 Reject the recommendations of Finance Committee, which zero-funds the organization.

2.13.9.3 Motion to send the organization’s budget back to Finance Committee for reconsideration.

2.14 Special rules and procedures for the “Big Picture Bill” are as follows:

2.14.1 The legislation will require an affirmative two-thirds (2/3) vote of seated senators.

2.15 Special rules and procedures for the review of executive branch actions are as follows:

2.15.1 Any review of executive actions will be done through the introduction of a senate order.

2.15.2 Such orders will be amendable and debatable.

2.15.3 Such legislation requires an affirmative two-thirds (2/3) vote of seated Senators, as prescribed in the constitution.

2.16 Special rules and procedures for the ratification of contracts and agreements are as follows:

2.16.1 Any ratification will be done through the introduction of a senate order.

2.16.2 Such orders will be debatable but not amendable.

2.16.3 Such legislation requires an affirmative two-thirds (2/3) vote of seated Senators, as prescribed in the constitution.

2.17 Special rules and procedures for the consideration of articles of impeachment are as follows:

2.17.1 Any articles of impeachment brought forward will be placed before External Matters.

2.17.2 The senate will debate and vote individually on each article individually, even if presented as a singular piece of legislation.

2.17.2.1 The total time on any singular article will not be limited except by a motion to limit debate or the call to question.

2.17.2.2 Each article requires an affirmative majority of seated senators, as prescribed the constitution.

2.17.2.3 The vote must be a roll call vote.

2.17.3 Upon passage of any article of impeachment, the Senate will immediately move to select and appoint two senators to represent the Senate as impeachment managers before the Impeachment Court.

2.17.3.1 Selection and nomination will be governed by the special rules regarding elections in Section 1 of the Rules of the Legislative Branch.

2.17.4 The Speaker of the Senate will communicate with the Chief Justice of the Supreme Court, or Election Commissioner in the case of the former's impeachment, and the impeached officer the articles being brought against them, and the names of the appointed managers within twenty-four (24) hours of passage.

2.18 Special rules and procedures for the censure or removal of senators or At-Larges are as follows:

2.18.1 Any such legislation brought forward will be placed before External Matters.

2.18.2 Such legislation requires an affirmative two-thirds (2/3) vote of seated Senators, as prescribed in the constitution.

2.18.3 The hearing will proceed through four (4) stages.

2.18.3.1 The Rules Committee's representative or bill author will present the recommendations and arguments in favor of the proposed sanction.

2.18.3.2 The accused will present their defense and arguments against the proposed sanction.

2.18.3.3 The Rules representative or bill author will be allowed a rebuttal.

2.18.3.4 The Senate will debate the merits of the proposed sanction.

2.18.4 The hearing in total will last for up to forty-five (45) minutes. Time shall be divided as follows:

2.18.4.1 Up to ten (10) minutes for the Rules representative's or bill author's presentation.

2.18.4.2 Up to fifteen (15) minutes for the accused Senator's presentation.

2.18.4.3 Up to five (5) minutes for the Rules representative's or bill author's rebuttal.

2.18.4.4 All remaining time will be reserved for debate.

2.18.4.5 Neither presenters' time will be subject to the motion to limit debate nor the motion to call the question.

2.18.4.6 Any motion to extend the time limit of presentations will leave the presenters with equal time.

2.18.5 On the conclusion of the motion, whether by expiration of time, or call to question, the Senate will vote on the proposed sanction.

2.19 Special rules and procedures for elections from the floor are as follows:

2.19.1 Nomination-based election legislation is any such legislation that requires nominations from the floor, and where Senate has the sole power to nominate. These include, but are not limited to, Senate officers, impeachment managers, and Senate appointments to the CyRide Board of Trustees and Special Student Fees Committee.

2.19.2 Legislation for Senate officers requires an affirmative two-thirds (2/3) vote of seated Senators. Legislation for appointment to the CyRide Board of Trustee and Special Student Fees Committee requires an affirmative majority of seated senators.

2.19.3 All time limits will be subject to the motions to extend or limit.

2.19.4 The process will proceed through five (5) stages.

2.19.4.1 The floor will open to nominations, and nominations will remain open until the motion is made to close the floor.

2.19.4.2 The candidates will each, in order they were nominated, to speak on why they want to run and why they should be elected. They will have five (5) minutes for their speech.

2.19.4.3 The questioning phase will begin, and senators will be given two (2) speaking privileges.

2.19.4.3.1 Only one question may be asked per speaking privilege, and they cannot be used consecutively, unless there are no other senators seeking the floor.

2.19.4.3.2 Each candidate will be given one (1) minute to respond to the question.

2.19.4.4 The debate phase will begin, and candidates will be asked to leave the room.

2.19.4.4.1 This phase is governed by normal rules of debate.

2.19.4.4.2 The motion to call to question is out of order.

2.19.4.5 The clarification phase will begin, and candidates will be asked to return to the room.

2.19.4.5.1 This phase is governed by normal rules of debate.

2.19.4.6 On the conclusion of the motion, whether by expiration of time, or call to question, each candidate will be given a two (2) minute closing comment, before the Senate moves to a vote. The sponsor or cosponsors have no closing comment.

2.19.5 The questioning, debate and clarification phases will be limited to fifteen (15) minutes.

2.19.6 Upon an affirmative majority vote of candidate(s), their names will automatically be amended into the blank on the legislation. Debate will proceed on the bill according to the normal rules of debate.

2.19.7 In the case that the legislation is the election of Speaker or Vice Speaker, the legislation will be placed before External Matters and all other legislation of the meeting.

2.19.7.1 If the legislation fails, it will immediately be reintroduced under a new piece of legislation, and the process will begin again.

Chapter 3: Student Government Committees

- 3.1.** Student Government has the following permanent standing committees to assist with carrying out the duties of the government:
 - 3.1.1.** Rules Committee
 - 3.1.2.** Finance Committee
 - 3.1.3.** Public Relations (PR) Committee
 - 3.1.4.** Student Initiatives (SI) Committee
 - 3.1.5.** Sustainability Committee
 - 3.1.6.** Local Affairs Committee
 - 3.1.7.** Inclusion, Diversity, Equity and Accessibility (IDEA) Committee
 - 3.1.8.** Health and Wellness Committee
 - 3.1.9.** Legislative Ambassadors
- 3.2.** All committees will be subject to the following standard rules:
 - 3.2.1.** Any of these rules may be overridden for specific committees in a specified section of these rules, or in the order or legislation that created the ad hoc committee.
 - 3.2.2.** All committees will follow Robert's Rules of Order when it is a matter of voting or otherwise necessary.
 - 3.2.3.** All committees will have a chair and vice chair. If not specified elsewhere, Senate will have the authority, through Senate Order, to choose a chair.
 - 3.2.4.** All committees will be composed of a predetermined number of Senators, At-Larges and others as specified in the relevant section on the specific committee or the order or legislation that created the ad hoc committee.
 - 3.2.4.1** The composition of a committee may be temporarily adjusted through a Senate Order.
 - 3.2.5.** Individuals will be limited to being a part of two (2) permanent committees not including Legislative Ambassadors.
 - 3.2.6.** At-Large members of committees may not already be an officer of the government.
 - 3.2.6.1** There is an exception if:
 - 3.2.6.1.1** The student's only other position is an At-Large member of another committee.
 - 3.2.6.1.2** The student is a Justice or member of the Election commission looking to serve on a committee other than the Rules or Finance committee.
 - 3.2.6.1.3** The student is looking to be a part of Legislative Ambassadors.
 - 3.2.7.** All committees will meet at least twice a month.
 - 3.2.8.** All committees will develop a transition report at the conclusion of the term and submit it to Vice Speaker of the Senate and Chief of Staff to ensure continuity between terms.
 - 3.2.9.** The Speaker and Vice Speaker of the Senate will be non-voting ex-officio members of all committees, with all rights contained therein, to assist facilitation of communication amongst committees.
 - 3.2.10.** Quorum for all committees will be a simple majority of the current voting members of the committee.
 - 3.2.11.** At their discretion, committees may create informal subcommittees for the purposes of pursuing specific projects or initiatives.

3.2.12. All nominations to committee seats must be approved by a Senate Order, be that a Senator or an At-Large.

3.2.13. All committees must keep minutes of any official meetings where a majority quorum is present.

3.2.14. Committees serve as an extension of the Senate for the purposes of responsibility.

3.2.14.1 Senate may, through a Senate Order, create additional responsibilities for a committee, or order a committee or committee chair to undertake certain duties or projects.

3.3. All committee leadership will be subject to the following rules:

3.3.1. Any of these rules may be overridden for specific committees in a specified section of these rules, or in the order or legislation that created the ad hoc committee.

3.3.2. All committees will select a vice chair from among its voting members with a simple majority vote.

3.3.3. Committee chairs will only vote in the case of a tie.

3.3.4. If a committee chair is unable to attend a meeting of the committee, the vice chair will assume the role and responsibilities of the chair.

3.3.5. The committee chair will appoint the chair for any created subcommittees.

3.3.6. All members of the committee, voting and non-voting, except for the chair, may make any motions.

3.3.7. All members of the committee, including the chair, may participate in debate of the committee.

3.3.8. If a committee member takes over as Chair, they may no longer vote, except in the case of a tie.

3.3.9. The committee chair will have the responsibility to:

3.3.9.1 Deliver the names of nominees to the Speaker of the Senate, who will have the responsibility to author a Senate Order to seat said individuals to the committee.

3.3.9.2 Keep the of minutes the committee. Committees may, at their discretion, select a clerk, who may be any student, to take minutes.

3.3.9.3 Minutes must be submitted to the Vice Speaker and Chief of Staff within one (1) week of the approval of any minutes from the committee.

3.3.9.4 Excuse members from meetings and activities and set attendance expectations.

3.3.9.5 Report any unexcused absences, tardies or early departures to the Speaker.

3.3.9.6 Call the committee to order as necessary with at least twenty-four (24) hour notice if an emergency, or seven (7) day notice if a regularly scheduled meeting of the committee.

3.3.9.7 Recommend to the Speaker a disciplinary hearing regarding an At-Large in the committee if necessary. Rules regarding disciplinary hearings are delineated in the Rules of the Legislature.

3.3.9.8 Attend meetings of the cabinet to report on the activities of the committee to other committee chairs, Directors and Chief Officers.

3.3.9.9 Serve as the representative of the committee, unless otherwise designated.

3.3.10. The vice committee chair will have the responsibility to:

3.3.10.1 Maintain the files of the committee.

3.3.10.2 Assist the chair as necessary.

3.3.10.3 Facilitate the efficient operation of the committee.

3.3.10.4 Facilitate communication with other committees as opportunities for collaboration arise.

3.4. Legislation referred to committees is subject to the following rules:

3.4.1. The committee may offer amendments to the legislation to be considered by the Senate.

3.4.1.1 Any such amendments may only be approved by majority vote of the committee.

3.4.2. The committee may release the legislation, with or without amendments, back to Senate with a majority vote of the committee. Such legislation will be sent back in accordance with the rules specified in the Rules of the Legislative Branch.

3.4.3. If a committee votes to table or does not send the legislation back to the Senate, the chair of the committee will notify the Speaker and author of the bill within twenty-four (24) hours of adjournment of the committee.

3.4.4. The Speaker will have the ultimate responsibility to offer any committee amendments to the Senate.

3.5. Committee At-Large have the following rights and responsibilities:

3.5.1. All At-Large members of the committee will attend all meetings and activities of the committee unless they are excused by the committee chair.

3.5.2. An unexcused tardy or early departure from a meeting or activity, unless otherwise excused, constitutes one-quarter (1/4) of a nonfeasance of duty.

3.5.3. The first two occurrences of an unexcused absence from the committee constitute one-half (1/2) of a nonfeasance of duty.

3.5.4. Any further unexcused absences constitute one (1) full nonfeasance of duty.

3.5.5. At-Larges will be subject to the disciplinary and removal policy as delineated in the Rules of the Legislative Branch.

3.6. Rules Committee is subject to the following specific rules:

3.6.1. The committee may have further responsibilities as delineated in the Rules of the Legislative Branch.

3.6.2. The committee's purpose is to:

3.6.2.1 Ensure all business before the Senate is in accordance with all governing law, including the Constitution, Bylaws, Rules, Contracts, and with applicable Local, State and Federal law.

3.6.2.1 Act in a leadership capacity to represent the Legislative Branch

3.6.2.2 Assist in advising the Speaker and Vice Speaker

3.6.2.3 Hold hearings to advise the Senate on any nominated Senators and executive nominations.

3.6.3. The committee will be composed of:

3.6.3.1 The Speaker of the Senate, who serves as the chair of the committee.

3.6.3.2 The Vice Speaker, who serves as the vice chair of the committee.

3.6.3.3 Five (5) senators, who are voting members.

3.6.4. The committee has the responsibility to:

- 3.6.4.1** Review all referred legislation to ensure it is in accordance with governing laws.
- 3.6.4.2** Review all contracts before their introduction on the floor to have a chance to amend language if so necessary.
- 3.6.4.3** Annually review all bylaws and rules of the government to ensure they are consistent and workable.
- 3.6.4.4** Annually review all contracts and agreements of the government and present a report of said contracts and agreements to the Senate before the end of the second
- 3.6.4.5** Hold impeachment hearings upon the adoption of Articles of Impeachment by the Senate.
- 3.6.4.6** Hold nomination hearings for all nominated Senators and nominations by the Executive branch to any position of the government, including but not limited to justices.
 - 3.6.4.6.1** The Speaker and Vice Speaker of the Senate, may, if the nomination is for a member of the Executive Cabinet that is not a Chief Officer, choose to meet with the nominee individually.
 - 3.6.4.6.2** They will present a recommendation and justification to the rules committee for the nominee, who may choose to adopt the recommendation, or require a full nomination hearing.

- 3.6.4.7** Review rulings of the Student Government Supreme Court, evaluate the impact of said rulings on current government law and propose changes as necessary.
- 3.6.4.8** Review proposed revisions to the rules of the Student Government Supreme Court.
- 3.6.4.9** Review proposed revisions to the Election Code or Constitution of the Election Commission.
- 3.6.4.10** Review proposed changes and recommend revisions to university regulations as they pertain to students, including, but not limited to the University Student Handbook and the University Student Disciplinary Regulations.
- 3.6.4.11** Represent the Legislative Branch in a case specifically filed against the Senate or a Committee under its authority.

3.6.5. The committee has the following operating rules in addition to the standard rules:

- 3.6.5.1** The Vice Speaker is ultimately responsible for taking minutes of the Committee.
- 3.6.5.2** The Committee may, at its discretion and with the approval of the Finance Director and Finance Committee, appoint a paid clerk.

3.7. Finance Committee is subject to the following rules:

3.7.1. The committee's purpose is to:

- 3.7.1.1** Ensure the efficient and equitable distribution of Student Government funds and the Student Activity Fee.
- 3.7.1.2** Administer and monitor the financial affairs of the Senate.
- 3.7.1.3** Examine, propose, and administer the financial policies of the Senate and Government.

3.7.2. The committee will be composed of:

- 3.7.2.1** The Finance Director, who serves as the chair of the committee.
- 3.7.2.2** The Director of Affordability, who is voting member.
- 3.7.2.3** Five (5) Senators, who are voting members.
- 3.7.2.4** Four (4) At-Large students, who are voting members.
- 3.7.2.5** A voting representative from the Graduate and Professional Student Senate, as delineated in the Articles of Cooperation.

3.7.3. The committee has the responsibility to:

- 3.7.3.1** Review all financial legislation brought before the Senate.
- 3.7.3.2** Review and evaluate all requests for disbursement of student fee money.
- 3.7.3.3** Annually review the Priorities and Criteria document.
- 3.7.3.4** Annually review all financial bylaws and rules of the government.
- 3.7.3.5** Make recommendations to the Senate regarding financial policy and budgets.
- 3.7.3.6** Verify that organizations submitting funding requests fulfill the necessary organizational requirements as outlined in governing law.
- 3.7.3.7** Act as a financial advisory board to all organizations requesting funds.
- 3.7.3.8** Approve disbursements, in coordination with the sustainability committee, from the Green Initiatives account.
- 3.7.3.9** Approve ASSET recommendations from the Non-Profit Coordinator before they are sent to Senate.
- 3.7.3.10** Review all financial materials, constitutions, bylaws, and other such government documents of requesting organizations as necessary.
- 3.7.3.11** Deliver to the Speaker all required financial legislation as otherwise delineated in governing law.

3.7.4. The committee has the following operating rules in addition to the standard rules:

3.7.4.1 Further responsibilities of the committee are located in the financial procedures section of the bylaws of the government.

3.7.4.2 The Committee may, at its discretion, appoint a paid clerk.

3.7.4.3 The Vice Chair has the additional responsibility to:

3.7.4.3.1 Appoint a member of the committee to act as a financial advisor to any organization that requests funds.

3.7.4.3.2 Assume the duties and responsibilities of the Finance Director as acting Finance Director in the event of extended absence, resignation or removal, until Senate confirms a replacement.

3.7.4.4 The Finance Director or their designee will notify all organizations requesting funding of the time and place of applicable committee meetings at least five (5) days prior to the meeting.

3.7.4.4.1 If the organization submits a funding request less than five (5) days prior to the meeting, attendance at the committee meeting will be at the agreement of the Finance Director and the organization representative.

3.7.5. Appealing a committee decision is subject to the following rules:

3.7.5.1 Grounds for appeal are the denial of a fair budget hearing, breach of committee procedure, or an order of the Senate.

3.7.5.2 To appeal a decision, the organization must, within seven (7) days of the alleged infraction, file a written request for appeal with the Finance Director.

3.7.5.3 Upon receipt of the request, the Finance Director will forward the request with three (3) days to the Speaker of the Senate to be placed on the agenda of the next regular meeting of Senate.

3.8.1. The committee's purpose is to:

3.8.1.1 Disseminate information about Student Government projects, initiatives, and activities to the student body.

3.8.1.2 Increase awareness of Student Government and facilitate outreach and

3.8.1.3 Facilitate communication with the Student Body and other outside organizations.

3.8.2. The committee will be composed of:

3.8.2.1 The Senior Director of Communications, who serves as the chair of the committee.

3.8.2.2 The Director of Information Technology, who is a voting member.

3.8.2.3 The Director of Marketing, who is a voting member.

3.8.2.4 The Director of Outreach, who is a voting member.

3.8.2.5 Seven (7) Senators, who are voting members.

3.8.2.6 Seven (7) At-Large students, who are voting members.

3.8.3. The committee has the responsibility to:

3.8.3.1 Organize publicity campaigns and employ media outlets to inform the campus community of student government activities.

3.8.3.2 Conduct surveys to gather student opinions about Student Government and student issues worthy of Student Government concern.

3.8.3.3 Maintain functioning lines of communication between Student Government and members of the campus.

3.8.3.4 Work with the election commission to promote Student Government elections.

3.8.3.5 Publicize and recruit for open positions on Student Government and University Committees that Student Government appoints.

3.8.3.6 Review all referred legislation to ensure it is of benefit to student government communications.

3.8.4. The committee has the following operating rules in addition to the standard rules:

3.8.4.1 The Vice Chair of the Committee must be a Senator or At-Large member.

3.9. Student Initiatives Committee is subject to the following rules:

3.9.1. The committee's purpose is to:

3.9.1.1 Undertake projects and initiatives that benefit the Student Body, at the discretion of the Committee or at the request of students.

3.9.1.2 Plan and execute events that are fun in nature, and not necessarily furthering a specific objective of Student Government.

3.9.1.3 Assist other committees with projects as necessary.

3.9.1.4 Serve as a representative voice for all students to the rest of the Student Government.

3.9.1.5 Be a catch-all for projects and initiatives that don't fall under the specific purview of other committees.

3.9.2. The committee will be composed of:

3.9.2.1 The Director of Student Services, who serves as the chair of the committee.

3.9.2.2 Seven (7) Senators, who are voting members.

3.9.2.3 Six (6) At-Large students, who are voting members.

3.9.2.4 A voting representative from the Graduate and Professional Student Senate, as delineated in the Articles of Cooperation.

3.9.3. The committee will have the responsibility to:

3.9.3.1 Plan and coordinate projects and initiatives submitted to the committee to benefit the student body.

3.9.3.2 Develop new projects and initiatives that benefit the student body or are fun in nature.

3.9.3.3 Assist other committees with projects or undertake projects as necessary.

3.9.3.4 Review all referred legislation to ensure that it is of benefit to the students and the student body.

3.10. Sustainability Committee is subject to the following rules:

3.10.1. The committee's purpose is to:

3.10.1.1 Promote and advocate environmental sustainability to students and across the campus.

3.10.1.2 Undertake projects and initiatives that advance the environmental sustainability goals of Student Government and the campus.

3.10.1.3 Oversee the Green Initiatives account.

3.10.2. The committee will be composed of:

3.10.2.1 The Director of Sustainability, who serves as the chair of the committee.

3.10.2.2 Six (6) Senators, who are voting members.

3.10.2.3 Ten (10) At-Large students, who are voting members.

3.10.3. The committee will have the responsibility to:

3.10.3.1 Plan and coordinate environmental sustainability projects and initiatives to the benefit of the student body.

3.10.3.2 Oversee the proposal process of grants from the Green Initiatives account, and, with approval of the finance committee, distribution from the account.

3.10.3.3 Review all referred legislation to ensure that it is of benefit to environmental sustainability goals.

3.11. Local Affairs Committee is subject to the following rules:

3.11.1. The committee's purpose is to:

3.11.1.1 Work closely with and lobby to the City of Ames and Story County on issues and topics that affect students.

3.11.1.2 Interact with and lobby local businesses to further the interest of students.

3.11.1.3 Hold positions on and regularly attend meetings of City and County commissions, committees, councils, and boards.

3.11.1.4 Inform Student Government and the student body on local initiatives, policies and affairs.

3.11.1.5 Oversee and support the ASSET program.

3.11.1.6 Promote civic engagement of the student body.

3.11.2. The committee will be composed of:

3.11.2.1 The Ames City Council Student Liaison, who serves as chair of the committee.

3.11.2.2 The Non-Profit Coordinator, who is a voting member.

3.11.2.3 The three (3) ASSET liaisons, who are voting members.

3.11.2.4 Five (5) Senators, who are voting members.

3.11.2.5 Five (5) At-Large students, who are voting members.

3.11.3. The committee will have the responsibility to:

3.11.3.1 Plan and coordinate projects and initiatives to benefit Student Government's and the student body's relationship with the City and County.

3.11.3.2 Advertise open positions on City and County commissions, committees, councils, and boards to increase student involvement with the City and County.

3.11.3.3 Assist the ASSET team as necessary with recommendations or advice.

3.11.3.4 Advertise and promote upcoming local, state and federal elections.

3.11.3.5 Work the designated constituency council for Off-Campus students to further promote City and County involvement.

3.11.3.6 Approve ASSET recommendations from the Non-Profit Coordinator before they are sent to Senate.

3.11.3.7 Review all referred legislation to ensure that it is of benefit to the relationship between the students and the City and County, or promotes civic engagement.

3.11.4. The committee has the following operating rules in addition to the standard rules:

3.11.4.1 All members of the committee must hold positions on and/or regularly attend meetings of City and County commissions, committees, councils, or boards, or be a part of the ASSET program.

3.12. Inclusion, Diversity, Equity and Accessibility (IDEA) Committee is subject to the following rules:

3.12.1. The committee's purpose is to:

3.12.1.1 Advocate and promote IDEA topics and matters.

3.12.1.2 Undertake projects and initiatives that address IDEA topics for the student body.

3.12.1.3 Serve as a representative voice for underrepresented students to the rest of Student Government.

3.12.1.4. Serve as a resource for students with questions regarding IDEA.

3.12.1.5 Encourage and facilitate discussion surrounding IDEA in the campus community.

3.12.2. The committee will be composed of:

3.12.2.1 The IDEA Director, who serves as the chair of the committee.

3.12.2.2 The Director of International Student Experience, who is a voting member.

3.12.2.3 Four (4) Senators, who are voting members.

3.12.2.4 Ten (10) At-Large students, who are voting members.

3.12.3. The committee will have the responsibility to:

3.12.3.1 Plan and coordinate projects and initiatives that address IDEA topics and matters.

3.12.3.2 Coordinate with other committees to ensure their projects and ideas are inclusive in nature.

3.12.3.3 Assist the PR committee with outreaching to underrepresented students.

3.12.3.4 Promote and advocate for involvement of underrepresented students in Student Government.

3.12.3.5 Review all referred legislation to ensure that it is of benefit to IDEA topics and matters in the student body.

3.13. Health and Wellness Committee is subject to the following rules:

3.13.1. The committee's purpose is to:

3.13.1.1 Support and promote current health and wellness initiatives on campus. **3.13.1.2** Address student's current health and wellness issues on campus.

3.13.1.3 Serve as a resource for students with questions regarding health and wellness.

3.13.1.4 Encourage and facilitate discussion surrounding health and wellness in the campus community.

3.13.2. The committee will be composed of:

3.13.2.1 The Director of Health and Wellness, who serves as the chair of the committee.

3.13.2.2 Four (4) Senators, who are voting members.

3.13.2.3 Four (4) At-Large students, who are voting members.

3.13.3. The committee will have the responsibility to:

3.13.3.1 Plan and coordinate projects and initiatives that address health and wellness issues and topics.

3.13.3.2 Review all referred legislation to ensure that it is of benefit to health and wellness issues and topics in the student body.

3.14. Legislative Ambassadors is subject to the following rules:

3.14.1. The committee's purpose is to:

3.14.1.1 Serve as the voice of Student Government and the student body to state and federal legislators.

3.14.1.2 .Oversee effort to promote and advocate for student needs and issues at the state and federal capitols.

3.14.2. The committee will be composed of:

3.14.2.1 The Director of Governmental Relations, who will chair the committee.

3.14.2.2 Any number of At-Large students who are voting members.

3.14.3. The committee will have the responsibility to:

3.14.3.1 Inform the rest of Student Government on state and federal legislation, orders or other matters that may have an impact on students.

3.14.3.2 Work with the PR committee to bring awareness to students on state and federal legislation, orders or other matters that may have an impact on students.

3.14.3.3 Regularly travel to the Iowa capitol to advocate for and promote student needs and issues.

3.14.4. The committee has the following operating rules in addition to the standard rules:

3.14.4.1 The committee will meet at least twice per month when the Iowa General Assembly is in session, and at least once per month when it is not.

Chapter 4 Executive Branch

4.1 The President Shall:

- 4.1.1** Appoint members of the Cabinet, with the approval of a majority vote of seated Senators, to assist in the efficient operation of the Executive branch.
- 4.1.2** Submit to the Speaker, who shall author the Order for the Senate's consideration, names of executive nominations requiring Senate confirmation a minimum of twenty-four (24) hours in advance to the deadline for consideration for placement of legislation on the agenda.
- 4.1.3** Select and nominate the Finance Director no later than the final regular Senate meeting during the first session of that Senate's term.
- 4.1.4** Manage the cabinet on a daily basis.
- 4.1.5** Work with the Vice President and members of the Executive Cabinet to accomplish projects and goals.
- 4.1.6** Serve a minimum of ten (10) office hours per week in the SG office.

4.2 The Vice President Shall:

- 4.2.1** Serve as the chair during Senate meetings.
- 4.2.2** Serve on committees as directed by the President.
- 4.2.3** Work with the President and member of the Executive Cabinet to accomplish projects and goals
- 4.2.4** Assist the President in the management of the Cabinet on a daily basis.
- 4.2.5** Assist the President in the appointment of Cabinet seats and other Executive offices.
- 4.2.6** Represent members of the Executive branch at Government and University meetings or functions, as directed by the President.
- 4.2.7** Recommend changes to the structure of the Cabinet to the President as deemed necessary.
- 4.2.8** Serve a minimum ten (10) office hours per week in the SG office.
- 4.2.9** Appoint students to university committees.
 - 4.2.9.1** For committees that are judicial in nature the vice president shall first seek to appoint members of the Supreme Court including the university committees of:
 - 4.2.9.1.1** Student Conduct Hearing Board or its equivalent.
 - 4.2.9.1.2** Parking Ticket Appeal Board or its equivalent.
 - 4.2.9.1.3** Academic Grade Appeals or their equivalent.

4.3 Composition of the Cabinet

- 4.3.1** The Executive Cabinet shall include the following positions:
 - 4.3.1.1** Chief of Staff
 - 4.3.1.2** Director of Government Affairs
 - 4.3.1.3** Director of Information Technology
 - 4.3.1.4** Inclusion, Diversity, Equity, and Accessibility Director
 - 4.3.1.5** Ex-Officio Ames City Council Student Liaison
 - 4.3.1.6** Director of Sustainability
 - 4.3.1.7** Director of Academic Affairs
 - 4.3.1.8** Non-Profit Coordinator

- 4.3.1.9 Senior Director of Communications
- 4.3.1.10 Director of Outreach
- 4.3.1.11 Director of Marketing
- 4.3.1.12 Director of Affordability
- 4.3.1.13 Director of International Student Experience
- 4.3.1.14 Director of Student Services
- 4.3.1.15 Director of Health and Wellness

4.3.2 A member of Cabinet shall be appointed as the Risk Manager who shall maintain the SG Operations Manual in accordance with the Student Organization Recognition Policy.

4.3.3 Ad-hoc Cabinet seats may be established by an executive order to serve specific needs of the Student Body.

4.3.3.1 The duties and responsibilities of the ad-hoc Cabinet seat shall be defined in the Executive Order establishing the seat.

4.4 Responsibilities of the Cabinet

4.4.1 The Executive Cabinet as a whole shall:

4.4.1.1 Act to assist the President in the efficient operation of the Executive branch.

4.4.1.2 Meet a minimum of twice a month on Thursday's no earlier than 6PM on the Iowa State university Campus.

4.4.1.3 by the President or directed through the Vice President.

4.4.2 The Chief of Staff shall:

4.4.2.1 Assist the President and the Vice President with the administration of the Executive Branch

4.4.2.2 Fill the constitutionally required role of Secretary

4.4.2.2.1 The Chief of Staff shall be able to designate the rights and or responsibilities of Secretary to any member of the Cabinet at will.

4.4.3 The Director of Government Relations shall:

4.4.3.1 Apprise the President of actions of state, federal, and foreign governments and agencies pertaining to the Student Body.

4.4.3.2 Act as the liaison between state, federal, and foreign governments and agencies and the Government.

4.4.3.3 Act as the chief lobbyist of the Government.

4.4.3.4 Chair the Legislative Ambassadors Committee

4.4.3.4.1 The Committee shall be open to all students, including senators.

4.4.3.4.2 The Director of Government Relations shall deliver the names of nominated students to the Speaker, who shall author a Senate Order for confirmation, subject to approval by a majority vote of senators.

4.4.3.4.3 The Committee shall hold its first meeting no later than October 31st.

4.4.3.4.4 The Committee shall meet at least once a month when the Iowa General Assembly is not in session and at least twice a month when the Assembly is in session.

4.4.3.5 Regularly communicate with the Iowa State University Office of Government Relations.

4.4.4 The Inclusion, Diversity, Equity, and Accessibility Director shall:

- 4.4.4.1 Manage issues of Student Diversity and consider all students who believe they have a diverse need.
- 4.4.4.2 Shall serve as a liaison between the Government and all external diversity initiative as well as campus entities promoting campus diversity and inclusion
 - 4.4.4.2.1 Dimensions of diversity include but are not limited to culture, ethnicity, gender identification and presentation, language and linguistic ability, physical ability and quality, race, sexual orientation, military experience.
 - 4.4.4.3 Advise the Government in ways to ensure it faithfully advocates and extends its services to a spectrum that represents the diversity of the student population.
 - 4.4.4.3.1 Deliver weekly reports to the Senate on initiatives or issues facing Iowa State students or the nation.
 - 4.4.4.3.2 Shall serve on the Vice President of Diversity and Inclusion's Council and Advisory Board.
 - 4.4.4.4 Chair the committee on Student Diversity
 - 4.4.5 Ex-Officio Ames City Council Student Liaison
 - 4.4.5.1 According to City Council Resolution No. 03-066, the person nominated by the President shall be:
 - 4.4.5.1.1 A registered student, enrolled at least half-time, at Iowa State University whose address is also in the City of Ames, Iowa.
 - 4.4.5.1.2 A student with leadership, communication skills, desire to serve and applicable experience.
 - 4.4.5.1.3 A student whose schedule will permit the appointee to attend every meeting of the City Council, including during the summer months of June, July and August.
 - 4.4.5.1.4 A student dedicated to serving in the best interests of the relationship between the City of Ames, Iowa and the students of Iowa State University who live in the city.
 - 4.4.5.2 The Ex-Officio Liaison shall:
 - 4.4.5.2.1 Serve as the primary representative of the Student Government in relation to the city government of Ames.
 - 4.4.5.2.2 Assist the Ames City Council and Student Government in effective communication and collaboration on community issues concerning students.
 - 4.4.5.2.3 Apprise the President of actions of local government and agencies.
 - 4.4.5.2.4 Serve as the Chair of the Local Affairs Committee.
 - 4.4.5.2.5 Deliver weekly reports to the Senate on Local Affairs Committee activities, local affairs, local initiatives, and local issues facing Iowa State students.
 - 4.4.5.3 The President may recommend the removal of the Ex-Officio Liaison to the Mayor of the City of Ames for any of the following reasons, outlined in section ten (10) of the Ames City Council Resolution No. 03-066:
 - 4.4.5.3.1 Two unexcused absences
 - 4.4.5.3.2 Failure to completely act as a liaison between the city and students
 - 4.4.5.3.3 Inappropriate behavior at Council meetings
 - 4.4.5.3.4 Inappropriate behavior outside of Council meetings that is detrimental to the interest of the students and the City
- 4.4.6 The Director of Sustainability shall:

- 4.4.6.1 Manage issues of sustainability and inform the Government of sustainability opportunities.
- 4.4.6.2 Work collaboratively with student organizations on campus-wide sustainability initiatives.
- 4.4.6.3 Regularly communicate with the Iowa State University Director of Sustainability and university administrators to cooperate on issues of sustainability.
- 4.4.6.4 Represent the Government on applicable university sustainability committees.
- 4.4.6.5 Chair of the Sustainability Committee.
- 4.4.7 The Director of Information Technology and/or their designee shall:
 - 4.4.7.1 Update the public webpage to reflect current holders of all Senate, Cabinet, Supreme Court and Committee seats within seven days after said seat has been filled or vacated.
 - 4.4.7.2 Post on the public webpage the Senate meeting minutes within 48 hours of the end of the respective Senate meeting
 - 4.4.7.3 Post on the public webpage all legislation for the current week
 - 4.4.7.4 Post on the public webpage the status of all legislation
 - 4.4.7.5 Post on the public webpage a record of all roll call votes
 - 4.4.7.6 Post on the public webpage all minutes, reports, memos, and all other documents and communications generated by every Senate standing committee, the Executive Cabinet, Executive Council, and Supreme Court, within seven calendar days of the generation of such documents and communications
 - 4.4.7.7 Post on the public webpage a video recording, with a correct date and time stamp and with the audio included, of the entirety of the Senate meeting within 72 hours of the end of the respective Senate meeting
 - 4.4.7.8 Ensure that all aforementioned documentary data is available on the public webpage for an indefinite period of time, barring space and bandwidth limitations at the discretion of the Director of Information Technology
 - 4.4.7.9 Maintain in cooperation with the Finance Director an updated list of funding tier classifications for Student Organizations on the Student Government website.
 - 4.4.7.10 Maintain all Government computer hardware
 - 4.4.7.11 Ensure in cooperation with the Finance Director that all Government computer hardware and storage media is safely and securely stored.
 - 4.4.7.12 Annually review the status of Government computer software and hardware and recommend changes to the President.
 - 4.4.7.13 Manage issues of university IT policy for the benefit of the Student Body.
 - 4.4.7.14 Provide Government representation on all applicable ITS committees and ensure proper computer fee usage.
 - 4.4.7.15 The Director of Information Technology shall provide semesterly training to all committee chairs on web design and effective website communication as related to the Student Government website
 - 4.4.7.16 The Director of Information Technology shall ensure that the Student Government website is ADA compliant
- 4.4.8 Director of Academic Affairs shall:
 - 4.4.8.1 Manage issues of academic affairs as they arise from the students, faculty, or staff and ensure they are handled through the proper channels.

4.4.8.2 Be a liaison between Faculty Senate and Student Government by attending monthly Faculty Senate meetings.

4.4.8.3 Attending various Faculty Senate and university committee meetings to provide a student voice.

4.4.8.4 Be a Student Government representative to the Open and Affordable Education Committee.

4.4.9 Senior Director of Communications shall:

4.4.9.1 Oversee and manage the daily operations of Director of Outreach

4.4.9.2 Hold a meeting with subsidiary directors no fewer than two (2) times per month

4.4.9.3 Coordinate the Government's outreach initiatives and campaigns

4.4.9.4 Submit a weekly report to the legislative and executive branch no later than seven (7) p.m. each Wednesday while the senate is in session

4.4.9.5 Coordinate relations between the Iowa State Daily, ISUtv, and all other affiliated news sources

4.4.9.6 Appoint Ad Hoc Directors as directed by the President

4.4.9.7 Chair the Public Relations Committee

4.4.9.8 Be responsible for managing the daily operations of the Director of Marketing, who shall:

4.4.9.8.1 Be responsible for creating and editing all Student Government outreach artwork such as posters, email graphics, and handout items

4.4.9.8.2 Be responsible for creating and editing all Student Government outreach videos

4.4.9.8.3 Develop marketing materials and strategies for Student Government

4.4.9.8.4 Publish a monthly newsletter on the activities of Student Government

4.4.9.8.5 Require Senate Approval to be seated

4.4.9.8.6 Sit on the Public Relations Committee

4.4.10 The Director of Outreach shall:

4.4.10.1 Appoint members to a student organization outreach task force

4.4.10.1.1 Be responsible for attending student organization meetings as directed by the Director of Outreach

4.4.10.1.2 Attend an informational session with the Finance Director regarding student organization funding eligibility

4.4.10.1.3 Be responsible for attending Student organization and classroom visits as directed by the Director of Outreach

4.4.10.1.4 Shall be selected through a method designed by the Director of Student Outreach

4.4.10.1.5 Shall attend no fewer than two (2) task force meetings per semester

4.4.10.2 Hold task force meetings no fewer than four (4) times each semester

4.4.10.3 Organize and schedule classroom visits

4.4.10.4 Create a presentation for incoming students and student organizations to inform them about student government

4.4.10.5 Organize and Schedule at least one (1) Student Government Town Hall each semester.

4.4.10.6 Record and track outreach credits for members of student government, and report cases of missing outreach credits to the head of the member's respective branch at the end of the semester.

4.4.11 The President may delineate further duties of Cabinet seats by an executive order.

4.4.11.1 All Executive Cabinet officials shall file a final report to the President no later than one week prior to leaving office.

4.4.12 The Director of Affordability shall:

4.4.12.1 Work with the ISU Administration to improve affordability for students at Iowa State

4.4.12.2 Work with the Director of Government Relations and the Legislative Ambassadors

4.4.12.3 Serve as a member of the Finance Committee

4.4.13 The Director of Health and Wellness shall:

4.4.13.1 Implement all health-related directives, projects, and initiatives as prescribed by the President.

4.4.13.2 Sit on the Health and Wellness Symposium Planning committee or designate a replacement from a member of the Health and Wellness Committee.

4.4.13.3 Chair the Health and Wellness Committee

4.4.13.4 Remain in consistent communication with the Student Wellness Department.

4.4.13.5 Promote health and wellness among the members of Student Government.

4.4.13.6 Create, support and promote current health and wellness initiatives on campus.

4.4.13.7 Monitor and assist in the maintenance of the Cyclone Support Website.

4.4.14 The Director of International Student Experience shall:

4.4.14.1 Work with partners in the university and the City of Ames to develop and execute initiatives to enhance the college experience for international and multicultural students at Iowa State.

4.4.14.2 Work directly with the International Student Council and serve as a liaison between Student Government and the International Student Council.

4.4.14.3 Serve as the Student Government liaison to the International Students and Scholars Office.

4.4.14.4 Coordinate efforts with campus Career Services to improve the job search for international students.

4.4.14.5 Work collaboratively with the Student Government Inclusion, Diversity, Equity, and Accessibility Director on various projects and initiatives throughout the year.

4.4.14.6 Inform Student Government of opportunities to celebrate the international student community.

4.4.15 The Director of Student Services shall be a cabinet-level position. The position shall entail:

4.4.15.1 Working with the Student Initiatives Committee, partners in the university, and the City of Ames to hold student centered events and campaigns throughout the year.

4.4.15.2 Updating the President and Vice President on all major changes being made within the Division of Student Affairs that affect students and their experience at the university.

4.4.15.3 Chair the Student Initiatives Committee.

4.4.15.4 Fulfilling any other responsibilities assigned by the President or accrued as a result of membership in required organizations.

4.5 Executive Council

4.5.1 The Executive Council shall be comprised of the following members:

4.5.1.1 The highest executive officer from the recognized constituency councils delineated in the Bylaws

4.5.1.2 Any additional members appointed by the President by Executive Order

4.5.1.3 The President shall have the authority to call on the Executive Council to assist in the following matters: To assist the President in an advisory capacity on matters concerning the efficient and effective administration of all governmental affairs.

4.5.1.4 To inform the council's constituents as to the action of the Government and the Student Body

4.5.1.5 To propose legislation to senators.

4.5.2 By an executive order, the President may establish any additional councils or commissions to assist the executives in fulfilling their duties.

4.6 Computer and Digital Device Usage Policy

4.6.1 Cabinet members present at the senate meeting shall not use computers whatsoever during the programs and presentations portions of Student Government senate meetings.

4.6.1.1 The Communications Director or their delegate is exempt from this rule so long as that individual is using their computer to report the program or presentation to the public on the official SG Facebook or Twitter account, or any further social media software or website used for same or similar purposes.

4.7 Members of the Cabinet shall attend the yearly SG retreat.

4.7.1 Attendance of cabinet members shall be enforced by the President.

Chapter 5 Services

5.1 Primary Student Government Advisor

5.1.1 Job Description

5.1.1.1 Arrange appointments and meetings with Student Government members.

5.1.1.2 Advise Cabinet and other committees at the request of the President

5.1.1.3 Attend Senate meetings unless prior notice of conflict has been given

5.1.1.4 Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed

5.1.1.5 Maintain confidentiality on any information given or when advice is sought except where violation of law or university policy is an issue

5.1.1.6 Perform other duties as conferred by Chief Officers of SG within the legal jurisdiction

5.1.1.7 Arrange for service and maintenance of all office equipment

5.1.1.8 Conduct an inventory of the Umbrella Sharing Project at the beginning of each semester and communicate the results of this inventory to the chair of the Student Initiatives Committee.

5.1.1.9 Assist Election Commission in the coordination of the SG elections

5.1.1.10 Assist with and help coordinate large student government events

5.1.1.11 Present semesterly update to Senate on duties, activities, and projects during a scheduled Senate meeting program

5.1.2 Be the administrative representative of Student Government to the ASSET Board.

5.2 Supreme Court Advisors

5.2.1 Duties

5.2.1.1 Advise members of the Supreme Court

5.2.1.2 Work with the Chief Justice to establish and conduct an effective training program

5.2.1.3 Maintain confidentiality on any information given or when advice is sought, except where violation of law or university policy is an issue

5.2.2 Selection and term

5.2.2.1 The majority of seated justices shall select an advisor from either the administration or faculty.

5.2.2.2 The term of service will extend until a new advisor is selected by the Supreme Court.

Chapter 6 Operating Procedures of the Judicial Branch

6.1 Definitions of Terms

6.1.1 An “Original Action” shall be defined as a case before the Supreme Court where a student, group of students, or a student organization files a case against another student, group of students, or a student organization, with the exceptions contained in an appellate action.

6.1.2 An “Appellate Action” shall be defined as a case before the Supreme Court where a student, group of students, body of the government, or a student organization petitions the Court to appeal a decision of the Election Commission or any other lower court.

6.1.3 A “Plaintiff” shall be defined as an initiator of an action in an Original Action.

6.1.4 A “Defendant” shall be defined as the party in reply in an Original Action.

6.1.5 A “Trial” shall be defined as the type of hearing in an Original Action.

6.1.6 A “Petitioner” shall be defined as the initiator of action in an Appellate Action.

6.1.7 A “Respondent” shall be defined as the party in reply in an Appellate Action.

6.1.8 An “Oral Argument” shall be defined as the type of hearing for an Appellate Action.

6.1.9 An “Amicus Curiae” brief shall be defined as a “friend of the Court” brief. Parties not litigants in, but whose interests may be affected as a result of the decision, or parties fulfilling other criteria as defined by the Court, may, by approval of the Court or consent of both parties, be allowed to file such a brief as delineated in the Bylaws.

6.1.10 The “Opinion of the Court” shall be defined as the binding judicial decision of the Court that has the force of law.

6.1.11 The “Term of the Court” shall start on the first day of classes in the Summer Session and shall end on the day before the first day of classes in the Summer Session. The ending or beginning of a term shall have no effect on pending litigation.

6.2 Policy of the Court

6.2.1 Original Actions

6.2.1.1 The burden of proof in Original Actions shall lie with the Plaintiff. As a general matter, but with limited exceptions, the Plaintiff shall be required to show, by a preponderance of the evidence, the liability of the Defendant. In the event the case presented falls within a limited exception whereby the Plaintiff shall be required to show, beyond a reasonable doubt, the guilt of the Defendant, the parties shall be advised of this exception during the pretrial conference (Court Rule 15, Pre-Trial Conference)

6.2.1.2 The Court shall have the power to dismiss any Original Action upon the filing of a Motion to Dismiss by the Defendant and one of the following grounds:

6.2.1.2.1 The Court lacks jurisdiction over the subject matter of the controversy;

- 6.2.1.2.2 The Court lacks jurisdiction over the person of one or more parties to the proceeding; and/or
- 6.2.1.2.3 The Original Action fails to state a claim upon which relief may be granted.
- 6.2.1.3 Through means deemed appropriate by the Rules of Court, both parties shall be made aware of their respective rights, including the applicable burden of proof.
- 6.2.1.4 An audio recording of the trial proceedings shall be made and kept on file for five (5) years from the date of the trial.
- 6.2.1.5 The specific procedures for the filing of a case and the trial itself shall be delineated in the Rules of the Court.

6.2.2 Appellate Actions

- 6.2.2.1 In all Appellate Actions, the government body in question shall be notified of the charge through the sanctioned representative as delineated in the Bylaws.
 - 6.2.2.2 The Court shall have the power to deny any petition in an appellate action.
 - 6.2.2.3 Any student, group of students, or student organization may, by the expressed approval of the Court or the expressed consent of both parties, file an amicus curiae brief.
 - 6.2.2.4 An audio recording of the oral argument shall be made and kept on file for five (5) years from the date of the oral argument.
 - 6.2.2.5 The specific procedures for the disposal of petitions, the definition of writs to the Court, and the oral argument itself shall be delineated in the Rules of the Court.
- 6.2.3 Any case filed twelve (12) or more months after the originating action shall not be considered by the Court.

6.3 Membership and Duties of the Court

6.3.1 Chief Justice

- 6.3.1.1 The Chief Justice shall be the official representative of the Supreme Court.
- 6.3.1.2 The Chief Justice shall have the power to rule on all motions or refer any motion to the Court except those motions that would end proceedings. Any motion to end proceedings shall be automatically referred to the Court.
- 6.3.1.3 The Chief Justice shall be responsible for the execution of the Rules of the Court.
- 6.3.1.4 The Chief Justice shall create a weekly report about the activity of the court.
- 6.3.1.5 The Chief Justice shall have the power to create and discharge special judicial committees within the Court, select the presiding officer of said committees, and exercise full powers over the membership of said committees.
- 6.3.1.6 The Chief Justice shall issue malfesances, misfesances, or nonfesances of duties committed by members of the judicial branch, including the Supreme Court, Election Commission, and any member of special judicial committees.
- 6.3.1.6.1 The Chief Justice shall report any issuances to the Speaker of the Senate.
- 6.3.1.6.2 The Chief Justice shall be responsible for maintaining a publicly available document tracking all occurrences of malfesance, misfesance, and nonfesance of duty.
- 6.3.1.7 Nominate, for senate confirmation, the Election Commissioner
- 6.3.1.8 The Chief Justice, or an associate justice as designated by the Chief Justice, shall swear in the Student Body President, Vice President, and all members of Senate and administer the oath of office.

6.3.1.9 Shall work with the Director of IT to post all minutes of meetings of the court and publish all submissions to and decisions of the Court of the Student Government website within a timely manner.

6.3.1.10 Shall digitize all judicial records in the possession of the government and will work with the Director of IT to make them publicly available on the Student Government website.

6.3.2 After the beginning of a new term, the Court shall select an Associate Justice to serve as Chief Justice and shall notify the Office Manager of the selection.

6.3.2.1 The term of the Chief Justice is 1 year long and lasts from the selection of Chief Justice to the next selection of Chief Justice.

6.3.3 All Justices shall be held to the Iowa Judicial Code of Conduct (Iowa Court Rules Chapter 51).

6.3.4 Duties of the Chief Justice, Chief Justice Pro Tempore, and the Associate Justices shall be delineated in the Rules of the Court.

6.4 Staff of the Court

6.4.1 Clerk of the Court

6.4.1.1 The Clerk of the Court shall be a person selected by the Court.

6.4.1.2 The Clerk of the Court shall record all judicial proceedings and, upon the direction of the Chief Justice, release any opinion or relevant ruling of the Court and shall make such documents available to the public in an accessible manner.

6.4.1.3 Upon the ending of the term for the Court, the Chief Justice shall file all opinions and relevant rulings on motions released during said term with the Clerk of the Court.

6.4.1.4 The Clerk of the Court shall file all submissions from the Chief Justice in the official records of the Government for that term.

6.4.1.5 Other duties of the Clerk shall be delineated in the Rules of the Court.

6.4.2 Office Manager

6.4.2.1 The Office Manager may, at the behest of the Court, act as a sanctioned representative of the Court.

6.4.2.2 The judicial duties of the Office Manager shall be delineated in the Rules of the Court.

6.5 Opinions of the Court

6.5.1 The decision reached and any penalty imposed in all submitted cases shall be in the Opinion of the Court.

6.5.2 No opinion shall be the Opinion of the Court unless a majority of Justices considering and deciding the case join or concur in the judgment.

6.5.3 Per Curiam and Memorandum opinions are prohibited.

6.5.4 The specific structure and procedures of writing and delivering opinions shall be delineated in the Rules of the Court.

6.6 Rights of Parties

6.6.1 The Defendant in all cases shall possess the following rights:

6.6.1.1 The right to be informed of the identity of the Plaintiff, and to confront the Plaintiff.

6.6.1.2 The right to choose a closed trial if the Defendant is not a student organization and the case is of a personal nature.

6.6.1.3 The right to testify on one's own behalf.

6.6.1.4 The right to counsel.

6.6.1.5 The right to remain silent and that invocation of this right shall not be interpreted as an admission of guilt.

6.6.1.6 The right to confront other witnesses called by the Plaintiff.

6.6.1.7 The right to subpoena witnesses and evidence.

6.6.2 The Plaintiff in all cases shall possess the following rights:

6.6.2.1 The right to testify on one's own behalf.

6.6.2.2 The right to choose a closed trial if the Plaintiff is not a student organization and the case is of a personal nature.

6.6.2.3 The right to confront witnesses called by the Defendant.

6.6.2.4 The right to subpoena witnesses and evidence.

6.6.3 Any of these rights may be waived by the respective party.

6.6.4 All witnesses called to testify or to provide documents shall possess the following rights:

6.6.4.1 The right to be informed by the Court of the following:

6.6.4.1.1 The name of the case.

6.6.4.1.2 The name of the party or parties requesting testimony.

6.6.4.1.3 The time and place of the trial.

6.6.4.2 The right to be notified of being called as a witness by necessary means in a timely manner.

6.6.4.3 The right to refuse to answer questions irrelevant to the outcome of the case as determined by the Chief Justice of the Supreme Court.

6.6.5 Any witness may waive any of these rights.

6.6.6 All witnesses called to testify or to provide documents shall:

6.6.6.1 Appear before the Court if called by either party.

6.6.6.2 Be subject to questioning from both parties and the Justices.

6.6.6.3 Be recalled for any purpose with the approval of the Court.

6.6.6.4 Answer all questions from both parties truthfully and to the best of their ability, except those where the witness asserts their right not to answer as delineated in the Bylaws.

6.6.7 The Court may choose to call witnesses should it deem it necessary.

6.6.8 The Court may adopt procedures to accommodate and/or rule on any invocation of any right. Such procedures shall be delineated in the Rules of the Court.

6.7 Rules of the Court

6.7.1 The Supreme Court may at its discretion, prescribe rules for the conduct of its business. The Rules of the Court shall be consistent with the Bylaws and the Constitution.

6.7.1.1 Supreme Court shall review the rules of the court once per academic year.

6.7.1.2 Rules of the Court shall be published prior to the inauguration of the new term.

6.7.2 Any rule prescribed by the Supreme Court shall be prescribed only after giving appropriate public notice and an opportunity for comment.

6.7.3 Any rule changes shall take effect upon the date specified by the Court and shall have such effect on any pending proceedings as the Court may order.

6.7.4 If the Court determines that there is an immediate need for a rule, the Court may proceed with the rule without public notice and opportunity for comment, but the Court shall accord such notice and opportunity for comment thereafter.

6.8 Special Judicial Committees

6.8.1 The Chief Justice shall have the power to form additional special judicial committees that perform student government functions or provide services to the student body.

6.8.1.1 The Chief Justice shall have the power to form additional special judicial committees that perform student government functions or provide services to the student body.

6.8.2 The Chief Justice, in a written document, shall delineate the purpose, duties, responsibilities, and membership of special judicial committees.

6.8.3 The Chief Justice, in a written document, shall delineate the duties and responsibilities of special judicial committee chairs.

6.8.4 Special judicial committee chairs shall be required to provide timely reports to the Chief Justice, or at the Chief Justice's request.

6.8.5 These committees should in no way act as a court by dispensing judicial decisions.

6.9 Feasance Process

6.9.1 Upon the occurrence of malfeasance, misfeasance, or nonfeasance, the Speaker of the Senate shall contact the individual in question to discuss the alleged breach of Government Law.

6.9.1.1 In the event the occurrence being the first nonfeasance, the Speaker of the Senate shall inform the individual in question of Government Law

6.9.2 In the event of a malfeasance, misfeasance, or after the first nonfeasance the Rules Committee shall hold investigative hearings to discuss the alleged breach.

6.9.2.1 The Rules Committee, upon completing the investigation, may:

6.9.2.1.1 Dismiss all charges of misconduct.

6.9.2.1.2 Report to the Senate that the violation of Government Law is minor and warrants no further action.

6.9.2.1.3 Author a Senate Order censuring the individual in question.

6.9.2.1.4 Recommend the impeachment of the individual.

6.10 Special Actions of the Supreme Court.

6.10.1 Interpretation of the Bylaws or Constitution.

6.10.1.1 Two Senators may submit a question for the court regarding an interpretation of Government Law.

6.10.1.2 The Court shall attempt to interpret the relevant section of Government.

6.10.1.3 The Court shall meet to discuss interpretation requests no later than two (2) weeks after the request is received.

6.10.1.4 Additional procedures for this action shall be outlined in the Rules of the Court.

6.10.2 Recommendations for Governing document changes.

6.10.2.1 The Supreme Court may vote to make formal recommendations for changes to either the Bylaws or the Constitution.

6.10.2.2 Recommendations shall be presented to the Speaker of the Senate for discussion within Rules Committee.

Chapter 7 Operating Procedures of the Impeachment Court

7.1 Powers, Duties, and Composition of an Impeachment Court

- 7.1.1** An impeachment court is a special, non-permanent body of the judicial branch of the Student Government.
- 7.1.1.1** The court shall be brought into existence only upon call of the Chief Justice of the Supreme Court or the Election Commissioner after they officially receive articles of impeachment from the Senate.
- 7.1.1.2** The court shall dissolve immediately upon announcing its rulings on the articles of impeachment presented to them.
- 7.1.2** An impeachment court has the sole power to rule upon whether or not there is clear and convincing evidence to support the articles of impeachment they were called to decide. There is no appeal from the decision of the impeachment court.
- 7.1.3** Composition of the Court
- 7.1.3.1** The impeachment court shall be composed of all justices of the Supreme Court unless one of the justices is the impeached party.
- 7.1.3.2** If one of the justices of the Supreme Court is the impeached part, the impeachment court shall be composed of the Election Commissioner, Vice Election Commissioner, and the next four most senior members of the election commission.
- 7.1.3.3** The Chair of the Impeachment Court will be the Chief Justice of the Supreme Court or the Election Commissioner. They shall be styled as the Chief Justice of the Impeachment Court during the trial. All other members of the court will be styled as Associate Justices of the Impeachment Court during the trial.
- 7.1.4** The impeachment trial shall follow the same procedure as any regular case before the supreme court. The involved parties will hold all rights detailed within the operating procedures of the Supreme Court.
- 7.1.5** Deliberation and Ruling
- 7.1.5.1** Following the trial hearing, the justices will meet to deliberate the issues of the case and come to decide the ruling on each article of impeachment.
- 7.1.5.2** Concurrence of two-thirds of justices is necessary for conviction.
- 7.1.5.3** The justices will write a majority opinion as well as any dissenting or concurring opinions.
- 7.1.5.4** The justices must present their ruling and opinions within a week of retiring for deliberation. The final written opinions shall be delivered to both parties, the President of the Student Body, and the Speaker of the Senate.
- 7.1.5.5** Before the presentation of their final opinions, no justice may share knowledge of the deliberations to either party or anyone outside of the justices.
- 7.1.5.6** Upon conviction for any of the presented articles of impeachment, the defendant will immediately relinquish any office of the government and be barred from holding any office in the future.
- 7.1.6** The burden of proof in all Impeachment Trials shall lie on the Plaintiff to show clear and convincing evidence that the Defendant has committed the alleged violations of government law detailed in each article of impeachment.
- 7.1.7** The Chief Justice shall be responsible to address the objections of either party and may recess the court at any time.

7.1.8 All parties are prohibited from influencing or attempting to influence any justice of the Impeachment Court outside of the trial. Any violation of this provision shall be considered gross malfeasance of duty and a violation of Due Process. Violators may be referred to the Rules Committee of the Senate, the Supreme Court, University Office of Judicial Affairs, or the Dean of Students Office for infractions including, but not limited to, severe malfeasance of duty and violation of Student Disciplinary Regulations.

Chapter 8 Finance Procedures and Policies

8.1 Definition of Terms

8.1.1 A fiscal year shall be defined as commencing on July 1 and ending on June 30 of any given year.

8.1.2 Student fee money shall be defined as funds collected from the mandatory Student Activities Fee and allocated to the SG from the Special Student Fee and Tuition Committee. The SG shall not charge dues directly to any of its members.

8.1.3 Finance Priorities and Criteria shall be defined as the document used for stating SG rules and restrictions for allocations of student fee money in addition to the rules and restrictions delineated in the Bylaws.

8.1.4 Operating expenditures shall be defined as those expenses incurred in the regular operation an organization.

8.1.5 Funding eligible items shall be defined in Finance Priorities and Criteria.

8.1.6 Funding ineligible items shall be defined in Finance Priorities and Criteria.

8.1.7 Financial support shall be defined as any monetary contribution in the form of salaries, donations, or services purchased.

8.1.8 Material support shall be defined as any donations of equipment, advertisements, posters, or in-kind donations.

8.2 Finance Officers

8.2.1 Finance Director

8.2.1.1 The Finance Director is the chief financial officer of the government and has final authority on financial matters unless otherwise delineated.

8.2.1.2 The Finance Director is an officer of the Senate as outlined in the constitution.

8.2.1.3 An individual holding this office may not hold another office in Student Government.

8.2.2 Further responsibilities for the Finance Director are outlined in the financial policy chapter of the bylaws.

8.2.3 The Finance Director has the responsibility to:

8.2.3.1 Fulfill the duties of treasurer as outlined in the constitution which includes:

8.2.3.1.1 Serve as the chief financial officer of the executive branch.

8.2.3.1.2 Assist the President in the implementation of passed financial legislation.

8.2.3.1.3 Assist the President in all matters relating to Analysis of Social Services Evaluation Team (ASSET).

8.2.3.1.4 Assist the President in developing a budget for the executive branch for the following fiscal year.

8.2.3.1.5 Assist the Speaker of the Senate in the development of the legislative branch budget for the following fiscal year.

8.2.3.1.6 Assist the Chief Justice in the development of the judicial branch budget for the following fiscal year.

8.2.3.1.7 Assist the Election Commissioner with the development of the election commission budget for the following fiscal year.

8.2.3.2 Fulfill the duties of Finance Director as outlined in the constitution.

8.2.3.3 Work with the Campus Organization Accounting Office (COA) to:

8.2.3.2.1 Report to the finance committee and Senate any alleged misuse of Student Government funding.

8.2.3.2.2 Maintain separate accounts with unique account numbers for all Student Government accounts, as outlined in the financial policy chapter of the bylaws.

8.2.3.2.3 Carry forward annually all funds not controlled by Student Government in the respective organization's account.

8.2.3.2.4 Revert all appropriate Student Government allocated funds, as outlined in the financial policy chapter of the bylaws.

8.2.3.1 Attend all meetings of cabinet, unless excused by the President or their designee.

8.2.3.2 Chair the finance committee, with all such responsibilities of being chair of a permanent standing committee.

8.2.3.3 Be present at every senate meeting unless excused by the Speaker of the Senate.

8.2.3.4 Sign all letters or documents as necessary to fulfill the duties of the role.

8.2.3.5 Publish a schedule for annual allocation by the last regular meeting of senate of the second session.

8.2.3.6 Notify any organization seeking funding of the finance committee's recommendation and the Senate's final decision.

8.2.3.7 Review the June 30th balances of the Student Government funded accounts to determine carryover amounts.

8.2.3.8 Oversee all storage for all Student Government capital equipment and possessions.

8.2.3.9 Publish a schedule for annual allocation by the last regular meeting of senate of the second session.

- 8.2.3.10** Notify any organization seeking funding of the finance committee's recommendation and the Senate's final decision.
- 8.2.3.11** Review the June 30th balances of the Student Government funded accounts to determine carryover amounts.
- 8.2.3.12** Oversee all storage for all Student Government capital equipment and possessions.
- 8.2.3.13** Notify the Speaker of the Senate and the President of any violations of financial government law or policies.
- 8.2.3.14** Assist the President and Non-Profit Coordinator in the implementation and maintenance of ASSET.
- 8.2.3.15** Be regularly available during business hours when school is in session and respond in a timely manner when school is out of session.
- 8.2.3.16** Attend 10 office hours a week in the Student Government offices and report these hours to the Vice Speaker of the Senate.
- 8.2.3.17** Report weekly to senate any expenditures from Student Government accounts during each regularly scheduled senate meeting, either by verbal update, email memo, or a designee.
- 8.2.3.18** Provide the Director of Information Technology (IT) an up to date list of funding tier classifications for student government organizations to be placed on the Student Government website.
- 8.2.3.19** Create a finance questionnaire for the current senate term for organizations requesting funding.
- 8.2.3.20** Oversee and maintain the Priorities and Criteria document as outlined in the financial policy chapter of the bylaws.

8.3 Analysis of Social Services Evaluation Team (ASSET)

8.3.1 Non-Profit Coordinator

- 8.3.1.1** The Non-Profit Coordinator is an officer of the Senate.
- 8.3.1.2** The Non-Profit Coordinator is to be nominated by the President and confirmed by a majority vote of senate.
 - 8.3.1.2.1** The nominee may be any student at Iowa State.
 - 8.3.1.2.2** The nominee may hold another office in the government without losing their office.
- 8.3.1.3** The Non-Profit Coordinator has the responsibility to:
 - 8.3.1.3.1** Work as the lead volunteer for vetting ASSET agencies.
 - 8.3.1.3.2** Act as a voting member of the local affairs committee.
 - 8.3.1.3.3** Be in regular contact with the Student Government advisor and Finance Director about ASSET.

8.3.1.3.4 Develop, in coordination with the three (3) ASSET liaisons and the local affairs committee, funding recommendations to be approved by the President before being relayed to the ASSET board.

8.3.1.3.5 Present the pre-approved funding recommendations that are based on an average of previous fiscal years spending from the Asset board to the local affairs and finance committee to be approved by a majority vote being drafted into a bill for Senate's consideration *

8.3.1.3.6 * If the allocated funds are insufficient for ASSET a new bill will be presented in the next session.

8.3.2 ASSET Liaisons

8.3.2.1 There are to be three (3) ASSET liaisons.

8.3.2.2 The liaisons are to be nominated by the President or the Non-Profit Coordinator.

8.3.2.2.1 The nominee may be any student at Iowa State.

8.3.2.2.2 The nominee may hold another office in the government without losing their office, as they are a committee member of local affairs.

8.3.2.2.3 If the individual is currently a member of local affairs, the committee may approve the nominee, otherwise the nominee requires confirmation of the Senate.

8.3.2.3 The liaisons have the responsibility to:

8.3.2.3.1 Work with the Non-Profit Coordinator to vet ASSET agencies.

8.3.2.3.2 Act as a voting member of the local affairs committee.

8.3.3 All Student organizations receiving SG funding shall adhere to the eligibility requirements and subsidiary exceptions as outlined in Priorities and Criteria, unless otherwise stated.

8.3.3.1 The organization shall not request student fee money for the purposes of satisfying debts to either the SG or other entities except through a debt contract between the student organization and SG administered through the Student Organization Debt Reserve Account.

8.3.3.2 Student Organizations in compliance with an approved debt contract shall not be prohibited from receiving Student Government funds for having outstanding debt with Student Government.

8.3.3.3 Any student organization requesting funding through Student Government accounts must send a representative to Senate from the relevant organization at the time of the funding request.

8.4 Types of Organizations

8.4.1 Prior to an organization requesting and receiving SG funds, the organization must be first determined to fall into one of the following tiers:

8.4.1.1 SG Partner

8.4.1.2 SG Sponsored

8.4.1.3 SG Funding Eligible

8.4.1.4 SG Funding Ineligible

8.3.2 Which tier an organization falls into is determined by careful consideration of the following criteria:

8.3.2.1 The organization's relationship with SG

8.3.2.2 The organization's relationship with the University

8.3.2.2.1 The organization's relationship with the University is determined by evaluating the student organization's mission and goals as they related to the mission, vision, goals, and culture identified by SG and the University in their strategic planning documents

8.3.2.3 The purpose and scope of the organization's activities

8.3.2.4 The size of the university population served

8.3.2.5 The perceived potential risk to participants and the University

8.3.3 SG Partners

8.3.3.1 SG Partner organizations are those

8.3.3.1.1 Critical to the mission and culture of SG

8.3.3.1.2 Work as a partner of SG or one of its branches

8.3.3.1.3 Inherently linked to SG because of their role servicing the University

8.3.3.1.4 That present events of such broad appeal they are considered an integral part of the institution

8.3.3.1.5 Whose purpose and effect are to serve a broad segment of the university community, not just its membership

8.3.3.2 SG Partner organizations shall have:

8.3.3.2.1 Routinely presented events of broad appeal for the campus Community

8.3.3.2.2 Operations and event planning that are complex

8.3.3.3 SG Partner organizations include, at the minimum:

8.3.3.3.1 SG and all portions thereof

8.3.3.3.2 International Students and Scholars

8.3.3.3.3 Student Union Board

8.3.3.3.4 Any campus department requesting funding

8.3.3.3.5 Student Alumni Leadership Council

8.3.3.4 These organizations are not bound by Priorities and Criteria.

8.3.4 SG Sponsored Organizations

8.3.4.1 SG Sponsored organizations are those:

8.3.4.1.1 That serve the broad interest of student and the general public, not just its members

8.3.4.1.2 That are operated and maintained by its members

8.3.4.1.3 That contribute to the mission, vision, goals, and culture of SG and the University by routinely presenting events for members of the University community.

8.3.4.2 Sponsored organizations are not required to meet eligibility criteria

8.3.5 SG Funding Eligible organizations

8.3.5.1 SG Funding Eligible organizations are those:

8.3.5.1.1 That are consistent with the mission and culture of SG and the University, and primarily engage in activities that benefit or interest their membership

8.3.5.1.2 Whose primary interest groups are capable of functioning with minimal outside support

8.3.5.1.3 That satisfy the eligibility requirements section as delineated in Priorities and Criteria.

8.3.6 SG Funding Ineligible Organizations

8.3.6.1 SG Funding Ineligible Organizations are those:

8.3.6.1.1 That violate any of the eligibility requirements as delineated in Priorities and Criteria.

8.4 Regulations for Receiving student fee money

8.4.1 Printed and Electronic Materials

8.4.1.1 All advertising and printed or electronic material that is circulated outside of an organization shall contain the phrase “Funded by students through Student Government”, the approved SG logo, or an equivalent phrase in a suitable type size.

8.4.2 Allocated funds shall be spent as stated in legislation and SG Budgets.

8.4.3 All allocated funds for a fiscal year that remain unspent or unencumbered as of the last day of the fiscal year shall be transferred in equal amounts to the Special Projects Account and Events Account, effective the first day of the following fiscal year.

8.5 Requirements of Allocation

8.5.1 Communication during allocation cycles.

8.5.1.1 The Finance Committee shall provide an Allocation Information Packet, which shall include:

8.5.1.1.1 Finance Priorities and Criteria that shall be followed.

8.5.1.1.2 A schedule of dates for the allocation process.

8.5.1.1.3 The name and contact information of the financial advisor assigned to the specific organization.

8.5.1.2 The organization shall provide the following information to the Finance Committee:

8.5.1.2.1 The names and contact information of the officers and advisor(s) of the organization.

8.5.1.2.2 A complete budget for the next fiscal year, including income from all sources and an itemized list of all expenditures.

8.5.1.2.3 Any other pertinent information that may assist the Finance Committee in conducting a fair and efficient process.

8.5.1.3 The Finance Director shall provide the following information to the Finance Committee.

8.5.1.3.1 Amount reclaimed in previous fiscal year for each organization

8.5.2 Process and Policies Governing the Request of Criteria Items

8.5.2.1.1 The Finance Committee shall have the authority to recommend reasonable limits on criteria line item requests

8.5.2.1.2 Finance Committee shall have the authority to recommend a funding eligible item not be funded.

8.5.2.1.3 The Finance Committee shall have the authority to place reasonable limits on criteria line item requests.

8.5.2.1.4 The Finance Committee shall have the authority to remove any line items from an organization’s budget with sufficient cause.

8.5.2.1.5 The Finance Committee shall have the authority to reduce organizations’ request of funds to be within budget restrictions.

8.5.2.1.6 The Finance Committee shall not grant increases in the budgets of organizations from fiscal year to fiscal year based solely upon inflation, with the exception of ASSET organizations.

8.5.2.2 Organizations may request extensions of deadlines and different hearing times to be approved or denied by the Finance Director.

8.6 Budget Adjustments

8.6.1 Line Item Transfers

8.6.1.1 All organizations receiving student fee money may request line item transfers with sufficient cause within an organization's SG Budget.

8.6.1.2 All requests for line item transfers by organizations must be submitted electronically or in writing to the Finance Director.

8.6.1.3 Line items shall be sent to Senate if they involve items listed in Priorities and Criteria as considered on a case-by-case basis.

8.6.1.4 The Finance Director shall have the authority to approve all line item transfers within an organization's budget as long as the cumulative total of all line items does not exceed \$500 per organization.

8.6.1.5 The Finance Committee shall have the authority to approve all line item transfers larger than \$500.

8.6.1.5.1 The Finance Committee shall have the authority to submit any line item transfer to Senate.

8.6.1.6 The Finance Director shall have the authority to approve line item transfers which change the location of Conferences/Competitive Trips, regardless of the cumulative total of all line items.

8.6.2 Carryover of Funds

8.6.2.1 All organizations receiving student fee money may request a carryover of funds from fiscal year to fiscal year, with sufficient cause.

8.6.2.2 All carryover requests equal to or greater than \$500 shall be submitted to the Finance Director in writing at least two weeks before the end of the spring semester.

8.6.2.3 All carry over requests of less than \$500 shall be submitted to the Finance Director in writing before the end of the fiscal year.

8.6.2.4 The Finance Director shall have the authority to approve carry over requests totaling less than \$500.

8.6.2.5 The Finance Committee shall have the authority to approve carry over requests totaling greater than \$500.

8.7 Accounts

8.7.1 Senate Discretionary Account

8.7.1.1 Funds in this account shall provide a means to allocate funds to organizations for items deemed appropriate in accordance with Finance Priorities and Criteria.

8.7.1.2 Each bill requesting funds from the Senate Discretionary Account shall include:

8.7.1.2.1 A complete budget, which includes the sources of income causes

for expenditures, and any other relevant information for the request.

8.7.1.2.2 A statement of the date(s) of the event(s) when applicable.

8.7.1.2.3 Any unused funds in this account remaining at the end of the Second or Third sessions of the Senate shall remain in this account.

8.7.1.2.4 Any unused funds remaining in this account at the end of the first session of the Senate shall be transferred to Special Projects.

8.7.1.3 Allocations to this account shall not exceed \$60,000 per fiscal year, \$30,000 per semester, and shall not be less than \$10,000 per semester.

8.7.2 Special Projects Account

8.7.2.1 Funds in this account shall provide a means to allocate funds for special projects, capital items, and capital item repairs deemed appropriate by the SG Senate in accordance with Finance Priorities and Criteria.

8.7.2.2 The balance of this account shall be no less than \$125,000.

8.7.2.3 In the event that another account drops below the session total allocated, The Vice Chair of the Finance Committee shall write a bill to transfer the Amount of money, which will vary case by case.

8.7.2.4 The Finance Director shall audit Government funds in this account at least once per legislative session.

8.7.3 Annual Allocations Account

8.7.3.1 Funds in this account are for the express purpose of allocating the funds approved in SG Budgets through the Annual Allocations process in accordance with Priorities and Criteria.

8.7.3.2 All expenditures must be through the ‘Annual Allocations Recommendations,’ or through a Senate Bill reclaiming the funds to another government account.

8.7.3.3 Funds shall be allocated to the account through the ‘Account Allocations for the Next Fiscal Year,’ bill and based upon the ‘Annual Allocations Recommendations,’ bill(s).

8.7.3.4 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.

8.7.4 Student Organization Debt Reserve Account

8.7.4.1 Funds in this account are for the express purpose of holding funds to maintain a minimum availability to student organizations for the purpose of satisfying extreme or unforeseen debt incurred by a student organization.

8.7.4.2 Allocations to this account shall come from the ‘Account Allocations for the Next Fiscal Year,’ bill and from funds paid to the SG from organizations.

8.7.4.3 No student organization shall receive funds from this account until a specific, binding, and written contract has been agreed to by the organization and ratified by the Senate.

8.7.4.4 Funds shall accumulate in the Student Organizations Debt Reserve Account from fiscal year to fiscal year and may only be transferred to the Special Projects Account by an affirmative two-thirds (2/3) vote of Senate and approval of the Special Student Fee and Tuition Committee.

8.7.4.5 Funds shall accumulate in the Student Organizations Debt Reserve Account from fiscal year to fiscal year and may only be transferred to the Special Projects Account.

8.7.5 Student Activities Fees Reserve Account

8.7.5.1 Funds in this account are for the express purpose of holding funds to manage extreme emergency expenses resulting from:

8.7.5.1.1 An unpredicted drop in enrollment thereby causing the SG to be unable to meet its financial obligations due the resulting loss of student fee money.

8.7.5.1.2 An error in allocation that has occurred due to an error in accounting or mathematical procedures.

8.7.5.1.3 An error in allocation that has occurred due to SG, in part or in whole, overlooking an organization that has followed the appropriate procedures.

- 8.7.5.1.4** An ISU Human Resource Services reclassification of SG-funded staff, thereby forcing the disbursement of increased compensation that cannot be allocated through any other means.
- 8.7.5.2** The balance in this account shall be equal to six (6) percent of the Student Government line in the Student Activities Fees as stated in the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee.
- 8.7.5.3** The Student Activities Fees Reserve Account balance exceeding the amount projected by the Chief Financial Officer of Iowa State University Vice President for Business and Finance shall accumulate in this account until adjusted in the “Account Allocations for the Next Fiscal Year” bill.
- 8.7.5.4** Expenditures from this account shall require approval from the Senate, as directed by the Chief Financial Officer of Iowa State University Vice President for Business and Finance, or the Special Student Fee and Tuition Committee.
- 8.7.5.5** Funds from this account shall accumulate in the Student Activities Fees Reserve Account from fiscal year to fiscal year.
- 8.7.6** Recurring and Other Obligations Account
 - 8.7.6.1** Funds in this account shall provide a means to fund ratified contracts and agreements between the SG and the University, as delineated in an Act of the Senate.
 - 8.7.6.2** Funds in this account shall provide the means to fund copyright costs shared between the SG and the University for music and theatre events, performed without admission charges for students.
 - 8.7.6.3** All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 8.7.7** Legislative Relations
 - 8.7.7.1** Funds in this account shall provide a means to fund relations with and lobbying of other government bodies to further student interests, including but not limited to the City of Ames, the State of Iowa, the federal government, and the Board of Regents.
 - 8.7.7.2** Funds shall be deposited in this account annually from the Reserve for Legislative Relations line in the Student Activities Fees as stated in the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee, and spent in a manner as agreed to by the SG and the Special Student Fee and Tuition Committee.
 - 8.7.7.3** Authorization to spend funds from the Legislative Relations Account shall require the approval of the Director of Governmental Relations..
 - 8.7.7.4** Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Legislative Relations Account since the last audit.
 - 8.7.7.5** The Finance Director shall report the results of the audit to the Senate.
 - 8.7.7.6** Unused funds from this account in excess of \$15,000 shall be automatically transferred to the Special Projects Account at the end of each fiscal year.
- 8.7.8** Student Government Operating Account
 - 8.7.8.1** Funds in this account shall provide a means to fund the general office budget as allocated through Annual Allocations.
 - 8.7.8.2** The Finance Director shall be responsible for all expenditures from this account, in accordance with the SG Budget adopted by the Senate, including amendments to the budget made according to Government law.

- 8.7.8.3** A line item shall be placed in this account every fiscal year to fund the Government’s public relations initiatives.
- 8.7.8.3.1** Funds in this line item shall provide a means to fund public relations initiatives for the Government.
- 8.7.8.3.1.1** All expenditures must receive a majority vote of the Public Relations Committee during a regular scheduled meeting.
- 8.7.8.3.1.2** The Public Relations Committee Chair will submit to the Public Relations Committee a line-item budget 24 hours prior to the next Public Affairs Committee meeting.
- 8.7.8.3.1.3** The Public Relations Committee may block the expenditure by a majority vote of seated Public Relations Committee members at the next Public Relations Committee meeting.
- 8.7.8.3.1.4** The Finance Director shall maintain the authority to approve expenditures not exceeding \$500 and the Finance Committee shall maintain the authority to approve expenditures exceeding \$500.
- 8.7.8.3.2** The “Account Allocations for the Next Fiscal Year” bill shall include a line to transfer an amount into the Public Relations line item in the Student Government Account. This transfer shall not be less than \$3000 and not to exceed \$6,000.00 as recommended by the Finance Committee.
- 8.7.8.3.3** After the Public Relations Committee is seated, the funds allocated for the new Public Relations Committee may be spent immediately.
- 8.7.8.3.4** Authorization to spend funds from the Public Relations line item shall require the approval of the Public Relations Committee.
- 8.7.8.3.5** Expenditures from this line item shall be approved by the Finance Director and one of the SG Advisors.
- 8.7.8.3.6** Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Public Relations line item since the last audit.
- 8.7.8.3.7** The Finance Director shall report the results of the audit to the Senate.
- 8.7.8.3.8** All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 8.7.8.4** Funds in this line item shall provide a means to fund the activities of the Student Initiatives Committee.
- 8.7.8.4.1** All expenditures must receive a majority vote of the Student Initiatives Committee.
- 8.7.8.4.2** The Student Initiatives Chair will submit to the Committee a line-item budget 24 hours prior to the vote.
- 8.7.8.4.3** The “Account Allocations for the Next Fiscal Year” bill shall include a line to transfer an amount into the Student Initiatives line item in the Student Government Account. This transfer shall not be less than \$2000 and not to exceed \$6,000.00 as recommended by the Finance Committee.
- 8.7.8.4.4** After the Student Initiatives Committee is seated, the funds allocated for the new committee may be spent immediately.
- 8.7.8.4.5** All expenditures from this line item shall be approved by the Finance Director.
- 8.7.8.4.6** Any line-item budget exceeding \$1500 approved by the Student Initiatives Committee must also be approved by Finance Committee.
- 8.7.8.4.7** Once during each legislative session, the Finance Director shall audit all expenditures incurred from Student Initiatives line item since the last audit. Such a report shall be made available to Senate.

8.7.8.5 A line item shall be placed in this account every fiscal year to fund the Government's diversity, equity, and inclusion initiatives.

8.7.8.5.1 Funds in this account shall be used to fund the activities of the Committee on Student Diversity.

8.7.8.5.2 All expenditures of this account must be approved by a majority vote of the Committee.

8.7.8.5.3 The Director of Diversity, Equity, and Inclusion shall submit a line-item budget to the Committee 24 hours prior to the vote.

8.7.8.5.4 The "Account Allocations for the Next Fiscal Year" bill shall include a line to transfer an amount into the Diversity, Equity, and Inclusion line item in the Student Government Account. This transfer shall not be less than \$2000 and not to exceed \$6,000.00 as recommended by the Finance Committee.

8.7.8.5.5 After the Committee on Student Diversity is seated, the funds allocated for the new committee may be spent immediately.

8.7.8.5.6 All expenditures from this line item shall be approved by the Finance Director.

8.7.8.5.7 Any line-item budget exceeding \$1500 approved by the Committee on Student Diversity must also be approved by Finance Committee.

8.7.8.5.8 Once during each legislative session, the Finance Director shall audit all expenditures incurred from Diversity, Equity, and Inclusion line item since the last audit. Such a report shall be made available to Senate

8.7.9 Student Government Fee Account

8.7.9.1 Funds in this account are for the express purpose of holding funds from the Student Government line in the Student Activities Fees as stated on the Mandatory Fees Worksheet as reported by the Special Student Fee and Tuition Committee, before allocated to other accounts as approved through the "Account Allocations for the Next Fiscal Year" bill.

8.7.9.2 Transfers from this account shall occur as prescribed by the 'Account Allocations for the Next Fiscal Year,' bill and approved by the Special Student Fee and Tuition Committee.

8.7.9.3 All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.

8.7.9.4 Any deficit in funds shall be rectified by a transfer from the Student Activity Fee Reserve Account. If that account is insufficient, further funds shall be taken from Special Projects.

8.7.10 Executive Initiative Account

8.7.10.1 Funds in this account shall provide a means to fund initiatives of the Executive Branch.

8.7.10.1.1 The President or any member of cabinet will submit to the Executive Cabinet and Finance Director a line-item budget at least 48 hours before making any expenditures from this account.

8.7.10.1.2 The line-item budget shall provide documentation of each line-item's business purpose, as defined by the SG President.

8.7.10.1.3 Any Cabinet officer or the Finance Director can appeal a planned purchase within 48 hours of the President or Cabinet member submitting the line-item budget, such appeals shall be debated and voted on at the following cabinet meeting.

8.7.10.1.4 The Cabinet may block the expenditure by a 2/3 vote of present Cabinet officers at the next cabinet meeting.

- 8.7.10.1.5** A vote on the appeal must happen within seven (7) calendar days of the appeal.
- 8.7.10.1.6** In the event of an appeal, no appealed purchase may be made from this account until the appeal process is concluded.
- 8.7.10.2** The “Account Allocations for the Next Fiscal Year” bill shall include a line to transfer an amount into the Executive Initiative Account. This transfer shall be not less than \$1500 and not to exceed \$5000, as recommended by the Finance Committee.
- 8.7.10.3** After Inauguration, the funds allocated for the new administration may be spent immediately.
- 8.7.10.4** Authorization to spend funds from the Executive Initiative Account shall require the approval of the President.
- 8.7.10.5** Expenditures from this account shall be approved by the Finance Director and One of the SG Advisors.
- 8.7.10.6** Once during each legislative session, the Finance Director shall audit all expenditures incurred from the Executive Initiative Account since the last audit.
- 8.7.10.7** The Finance Director shall report the results of the audit to the Senate.
- 8.7.10.8** All unused funds at the end of the fiscal year shall be transferred to the Special Projects Account.
- 8.7.11 ASSET Account**
 - 8.7.11.1** Funds in this account shall provide a means to fund the ASSET organizations through the ASSET process and ASSET related expenses.
 - 8.7.11.2** Funding for this account shall be determined in the ‘Account Allocations for the Next Fiscal Year,’ bill.
 - 8.7.11.3** Recommendations for expenditures from this account shall come from the SG Non-Profit Coordinator and be approved by the President and the Finance Director.
 - 8.7.11.4** Expenditures to agencies through this account shall require a contract between the SG and the agency
 - 8.7.11.5 Appeals Process**
 - 8.7.11.5.1** An agency seeking to appeal its funding recommendations will submit a written appeal request to the SG Finance Director by 5 pm the Monday after funding recommendations are posted.
 - 8.7.11.5.2** The SG Finance Director shall make a recommendation to the SG Finance Committee after receiving the appeal about whether or not an appeal shall be heard.
 - 8.7.11.5.2.1** A majority vote of the Finance Committee will grant that an appeal about whether or not an appeal shall be heard.
 - 8.7.11.5.2.2** The Vice-Chair of Finance Committee shall author and submit the appeal to the SG Senate in the form of financial legislation for final approval.
 - 8.7.11.5.3** All funding granted through an appeal will come out of the ASSET Account.
 - 8.7.11.6** Any agency may request to transfer funds between services that received funding from the SG for the current fiscal year. The Finance Committee shall have the authority to approve all transfer requests from ASSET agencies.
 - 8.7.11.7** Allocations to this account shall carry over until August 1st of the fiscal year following the fiscal year in which the allocation was made.
- 8.7.12 Events Account**
 - 8.7.12.1** Funds shall be deposited in this account at the beginning of the fiscal year so the total is \$50,000, allocated out of the Special Projects account.

8.7.12.2 Funds from this account are not bound by Priorities and Criteria.

8.7.12.3 Expenditures from this account shall be for events that are

8.7.12.3.1 Entertaining or social in nature.

8.7.12.3.2 Open to all students.

8.7.12.3.3 Free of charge to students.

8.7.12.4 Funds from this account shall accumulate from fiscal year to fiscal year.

8.7.12.5 Funds exceeding \$50,000 in this account shall automatically be transferred to the Special Projects Account.

8.7.12.6 Authorization to spend funds from this account shall require approval of the Senate.

8.7.13 Ad-hoc Government Budgets

8.7.13.1 Funds in these budgets shall provide a means to fund initiatives defined by the Senate or the Special Student Fee and Tuition Committee.

8.7.13.2 Any Government account not mentioned in these bylaws shall be considered an ad-hoc government budget.

8.7.13.3 Ad-hoc accounts may only be created by an act of the Senate or the Special Student Fee and Tuition Committee specifying rules and procedures for the account.

8.7.13.4 The Finance Director shall maintain a list of all Government Accounts, account numbers, and legislation or documents that pertains to the accounts.

8.7.13.5 All unused funds go back to Special Projects.

8.7.14 Green Initiatives Account

8.7.14.1 This account is for funding sustainability projects that align with at least one of the following goals:

8.7.14.1.1 Reduce energy consumption, waste production, and the carbon footprint on campus,

8.7.14.1.2 Encourage sustainable development and for ISU to become a greener campus,

8.7.14.1.3 Provide educational opportunities for all students, staff, and/or residents of Ames to learn more about sustainable lifestyles, choices, and options available to them.

8.7.14.1.4 Provide all people on campus with equal protection from environmental and health hazards and equal access to natural resources.

8.7.14.1.5 Provide ways for wildlife and nature to thrive and promote biodiversity on campus.

8.7.14.2 Allocations from this account may be made by the Sustainability Committee by an affirmative majority vote to student(s), student organizations, or University department, after which they will then follow the usual and proper funding procedures (including being seen and voted on by Finance Committee and not Senate), regardless of their funding eligibility classification.

8.7.14.3 Funds shall be automatically allocated to this account at the beginning of the new fiscal year from the Special Projects Account.

8.7.14.4 The amount to be transferred should be \$30,000 or 10% of the Special Projects Account balance, whichever is less.

8.7.14.5 Any unused funds at the end of the fiscal year should automatically be transferred to the Special Projects Account.

8.7.14.6 Funds from this account are not bound by Priorities and Criteria

8.7.15 Upon request of the Finance Director, all budgets and transactions of SG accounts shall be available for examination.

8.7.16 All expenditures from SG Accounts shall require the approval of the Finance Director and one of the SG Advisors.

8.8 Required Financial Legislation

8.8.1 Finance Priorities and Criteria Bill

8.8.1.1 The Finance Committee shall recommend to the Senate the “Finance Priorities and Criteria” for the next fiscal year.

8.8.1.2 The Finance Priorities and Criteria shall state any additional rules and regulations for the funding of organizations that are not delineated in existing Government Laws.

8.8.1.3 The Vice Chair of Finance Committee shall introduce “Finance Priorities and Criteria” no later than the first meeting of the third session of the Senate.

8.8.2 ASSET Priority Funding Bill

8.8.2.1 The Finance Committee shall recommend to the Senate the “ASSET Funding Priorities” for the ASSET allocations of the next fiscal year.

8.8.2.2 The ASSET funding priorities shall focus on the needs of the students of Iowa State University.

8.8.2.3 The Finance Committee shall deliver to the Speaker the “ASSET Funding Priorities” no later than the second to the last Senate meeting of the third session.

8.8.2.4 The Vice Chair of Finance Committee shall author the bill and deliver to the Senate.

8.8.3 Annual Allocations Recommendations Bill

8.8.3.1 The Finance Committee shall deliver to the Senate the “Annual Allocations Recommendations” upon completion of its proceeding.

8.8.3.2 The Finance Committee shall submit its recommendations no later than four (4) Senate meetings before the end of the Senate’s term.

8.8.3.3 The Vice Chair of Finance Committee shall author the bill and deliver it to the Senate.

8.8.4 Account Allocations for the Next Fiscal Year Bill

8.8.4.1 The “Account Allocations for the Next Fiscal Year” bill shall state, by account, the Finance Committee’s recommendation for the Student Government line of the Student Activities fees as stated in the Mandatory Fee Worksheet reported by the Special Student Fee and Tuition Committee allocated to the SG by the Special Student Fee and Tuition Committee.

8.8.4.2 The “Account Allocations for the Next Fiscal Year” bill shall include a list of the following accounts with a statement of the amount to be transferred into or out of the account, as mandated by the Bylaws, and an estimate of the balance, if appropriate:

8.8.4.2.1 Student Government Fee Revenue, a statement of the predicted revenue received from the Student Government line of the Student Activities fees as stated in the Mandatory Fee Worksheet reported by the Special Student Fee and Tuition Committee, as determined by the Vice President for Business and Finance.

8.8.4.2.2 Student Organization Debt Reserve Account

8.8.4.2.3 Student Activities Fee Reserve Account

8.8.4.2.4 Depreciation Reserve Account.

8.8.4.2.5 Executive Initiative Account

8.8.4.2.6 Annual Allocations Account

8.8.4.2.7 Senate Discretionary Account

8.8.4.2.8 ASSET Account.

8.8.4.2.9 Recurring and Other Obligations Account.

8.8.4.3 The Finance Committee shall submit its recommendations no later than three (3) Senate meetings before the end of the Senate's term.

8.8.4.4 The "Account Allocations for the Next Fiscal Year" bill shall require an affirmative two-thirds (2/3) vote of seated senators.

8.8.4.4.1 The Finance Director shall submit the recommendations to the Finance Committee the Monday prior to the last Senate meeting of the month.

8.9 Breaches of Policy and Procedures

8.9.1 The following shall be considered breaches of policy and procedures by organizations:

8.9.1.1 Failure to include the appropriate SG identification on printed material or advertising.

8.9.1.2 Poor financial handling, which shall be defined as the following:

8.9.1.2.1 Knowingly misrepresenting material fact regarding the organization's purpose, sources of income, or cause for expenditures.

8.9.1.2.2 Careless use of or mishandling of SG funds or equipment.

8.9.1.2.3 Deficit spending.

8.9.1.2.4 Failure to meet finance process deadlines.

8.9.1.2.5 Failure to provide requested information.

8.9.1.2.6 Maintaining any accounts outside of the Campus Organization's office.

8.9.1.3 Failure to abide by Government Laws.

8.9.2 In the event that the Finance Director finds reasonable cause is found that an organization has breached policy and/or procedure, the Finance Director shall freeze the organization's account until the matter is resolved.

8.9.3 The Finance Director will meet with a representative of the student organization to discuss the alleged breach and, if possible, reach an agreeable, joint resolution that brings the student organization back into compliance with government law. Such joint resolution shall be signed by both parties and kept in the records of the Student Government.

8.9.4 If the Student Organization does not agree to a joint resolution, the Finance Director shall refer the matter to the Chief Justice, who shall compile evidence and present the case to the Supreme Court of the Student Government or other such lower court as shall be provided in government law.

8.9.5 The court shall hold trial to rule on the case in accordance with government law and the rules of the court.

8.9.5.1 If the student organization is found to be guilty of violating government law, the court may, at its discretion, order the following:

8.9.5.1.1 That all unused funds be reverted to their original Student Government Account.

8.9.5.1.2 That the student organization repay all or a portion of the funds appropriated to them by the Student Government.

8.9.5.1.3 That the organization's account be frozen for up to the remainder of the fiscal year.

8.9.5.1.4 That the organization be barred from requesting funding from the Student Government for up to two fiscal years.

8.9.5.2 In the event that there has been sufficient evidence for the Court to conclude that the breach was malicious or premeditated, all officers and/or the faculty advisor(s) of the organization may be held personally liable for any damages, deficit, or debts incurred by the organization in question.

8.9.5.3 In the event that there has been sufficient evidence for the Court to conclude that the breach may have violated a university, local, state, or federal law, a copy of all proceedings shall be immediately forwarded by the Court to the Dean of Students Office.

8.10 Student Activity Fee Request

8.10.1 The Finance Director shall propose an initial figure for the Student Activity Fee Request by the first Senate meeting of the second session.

8.10.1.1 The Finance Director shall consult with the President of the Graduate and Professional Student Senate when formulating this initial proposal.

8.10.1.2 The Finance Committee shall review and approve the proposal. The final vote of Finance Committee must occur before the second Senate meeting of the second session.

8.10.2 If the initial figure is equal to the current Student Activity Fee, the request shall be considered finalized.

8.10.2.1 The Senate may amend the request by way of a finance bill. The threshold for approval of this bill shall be two-thirds (2/3) of seated senators. This bill must be signed into law on or before October 1st.

8.10.3 If the initial figure is different from the current Student Activity Fee, the Finance Committee shall author a finance bill and send it to the Speaker to be placed on the Agenda for Senate's approval. The threshold for approval shall be a two-thirds (2/3) vote of seated senators.

8.10.3.1 This bill must be signed into law on or before October 1st.

8.10.3.2 In the event a bill is not signed into law on or before October 1st, the Student Government members of the Special Student Fee and Tuition Committee shall determine the Student Activity Fee Request.

8.10.4 Student Government appointees to the Special Student Fee and Tuition Committee are not bound to support the Student Activity Fee Request.

Chapter 9 Election Commission

9.1 Scope and Mission Statement

9.1.1 The mission of this commission shall be the fair and proper administration of all elections of the Government.

9.2 Composition of the Election Commission

9.2.1 The Election Commissioner shall serve as the chair of the Election Commission and shall only vote in the event that the Commission is equally divided.

9.2.2 The Commission shall be comprised of twelve (8) voting members and one (1) non-voting member, the Election Commissioner.

9.2.3 Members of the Commission shall serve in their elected or appointed role from time of appointment until resignation, removal, or until no longer enrolled as a student at Iowa State University.

9.2.4 All election commission members shall be bound to follow the same Judicial Code of Conduct as the Supreme Court.

9.3 Selection of the Vice Commissioner of the Election Commission

- 9.3.1** One (1) member of the Commission shall be nominated by the Election Commissioner and be approved by a majority vote of the Election Commission to serve as Vice Commissioner of the Commission.
- 9.3.2** The Vice Commissioner's selection shall require an affirmative two-thirds (2/3) vote of seated senators.

9.4 Selection of the Election Commission Treasurer

- 9.4.1** One (1) member of the Election Commission shall be nominated by the Election Commission and be approved by a majority vote of the Commission to serve as the Election Commission Treasurer.
- 9.4.2** The Treasurer's selection shall not require Senate approval.

9.5 Selection of the Election Commission Secretary

- 9.5.1** One (1) member of the Election Commission shall be nominated by the Election Commission and be approved by a majority vote of the Commission to serve as the Election Commission Secretary.
- 9.5.2** The Secretary's selection shall not require Senate approval.

9.6 Powers and Responsibilities of the Election Commission

9.6.1 The Commission as a whole shall:

- 9.6.1.1** Have the authority to promulgate additional rules and procedures within the guidelines of Government Law to address specific situations that may arise during any election. Such rules and procedures shall expire upon the certification of the results for said election.
- 9.6.1.2** Have the authority to investigate all possible violations of Government Election Law, including Chapters 10 and 11 of the Bylaws, the Election Code, and any additional rules and procedures promulgated by the Election Commission.
- 9.6.1.3** Have the authority to hold hearings in regard to possible violations of Government Election Law.
- 9.6.1.4** Have the authority to impose penalties codified or not, and enforced by a 2/3 vote of the Election Commission in regard to found violations of the Government Election Law. The creation of any penalty not previously codified that represents a change in Election Law that occurs after the beginning of the election shall give Executive candidates shall be given a minimum of 24 hour of notice before a rule change comes into effect. These changes shall only be in effect after the issued notice of rule change.
- 9.6.1.5** Recommend to the Senate Rules Committee changes in Government Law to improve election procedures and policies.
- 9.6.1.6** Apportion the seats on the Senate between the various constituencies using the Fall Semester registration numbers from the Registrar's office, barring preemptive known changes.
- 9.6.1.7** Submit to the Speaker, who shall author a bill for the Senate's consideration, "Apportionment for the next Senate Term" no less than three (3) Senate meetings prior to the end of the Fall Semester.
- 9.6.1.7.1** The Senate, by majority vote, may refer apportionment back to the Election Commission with recommendations for alterations to the total population figures and apportioned Senate seats if evidence for such an alteration is presented.

9.6.1.7.2 The Election Commission shall publish on the SG website the number of seats apportioned to each constituency during the first week of the Spring Semester.

9.6.1.8 Publicly announce the “General Election Timeline” prior to the end of the Fall Semester, which shall include a minimum of the following:

9.6.1.8.1 The date of the start of the general election cycle, beyond which no changes to any election law shall be made until the certification of the results for that general election.

9.6.1.8.2 Candidate seminar dates.

9.6.1.8.3 The deadline for registering as an official candidate.

9.6.1.8.4 The candidate petition, referenda, and student initiative deadline(s).

9.6.1.8.5 The financial disclosure deadline.

9.6.1.8.6 Polling days, times, and locations.

9.6.1.8.7 The date and time of the preliminary announcement of the election results.

9.6.1.9 Publicly announce a “Special Election Timeline” within forty-eight (48) hours of a request for a special election.

9.6.1.9.1 The announcement of a special election shall indicate the start of a special election cycle, beyond which no changes to any election law shall take effect until the certification of the results for that special election.

9.6.1.9.2 In the case of a recall election or an election to fill the positions of President and Vice President, the commission shall establish:

9.6.1.9.2.1 The deadline for registering as an official candidate.

9.6.1.9.2.2 The candidate petition deadline.

9.6.1.9.2.3 The date of candidate ballot positioning.

9.6.1.9.2.4 The financial disclosure deadline.

9.6.1.9.2.5 Polling days and times.

9.6.1.9.2.6 The date and time of the preliminary announcement of the election results.

9.6.1.10 Be available to students interested in seeking office and/or interested in petitioning for initiative(s).

9.6.1.11 Comply with Iowa Open Meeting Laws and publish weekly meeting minutes and vote totals to this end.

9.6.2 The Election Commissioner shall:

9.6.2.1 Have their nomination before the Senate no later than the fourth Senate meeting of the Senate’s second session.

9.6.2.2 Act as the official representative of the Commission, unless otherwise designated by the Election Commissioner or the Commission.

9.6.2.3 Call such meetings of the Commission, as they deem necessary.

9.6.2.4 Appoint a member of the Commission to act as advisor to each candidate seeking office and each student petitioning for initiative(s).

9.6.2.5 Create such subcommittees as they deem necessary or at the request of the Commission.

9.6.2.6 Appoint the members of subcommittees.

9.6.2.7 Sign such letters or documents as are necessary to carry out the will of the Commission.

9.6.2.8 Work directly with the Student Government Advisor managing electronic ballots.

9.6.2.9 Exclusively control the results of all elections as defined in this act and hold them confidential for a period of at least twenty-four (24) hours following the close of the last polling place.

9.6.2.10 That General Election results be announced publicly within 48 hours of the polls closing. The Election Commissioner will attempt to arrange a public announcement with campus media and make digital copies of the results available following the public announcement

9.6.2.11 Lead all investigations into possible violations of Government Election Law and delegate full or partial responsibility for such investigations to another member of the Election Commission.

9.6.2.12 Be responsible for ensuring that Election Commission is in compliance with and acts in a manner consistent with all Government Laws, and act as the parliamentarian to this end when questions of parliamentary procedure arise.

9.6.2.13 Report directly to the Chief Justice of the Supreme Court.

9.6.3 The Vice Commissioner shall:

9.6.3.1 Directly assist the Election Commissioner in the operation of the Commission.

9.6.3.2 Assume the duties of the chair in the absence of or conflict of interest of the Election Commissioner.

9.6.3.3 Assist in all investigations that may lead to possible violations of Government Election Law and delegate full or partial responsibility for such investigations to another member of the Election Commission.

9.6.3.4 Assume the duties and responsibilities of the Election Commissioner upon extended absence, resignation, or removal under the title of Interim Election Commissioner.

9.6.3.4.1 If the annual Election Code review outlined in 13.1.2 has been completed for the term, there shall not be a replacement Election Commissioner. Instead the Interim Election Commissioner shall act as the Election Commissioner for the remainder of the term.

9.6.3.4.2 If the annual Election Code review outlined in 13.1.2 has not been completed for the term, there shall be a replacement Election Commissioner. This replacement Election Commissioner shall be nominated by the Supreme Court Justice and confirmed by the Senate.

9.6.4 The Election Commission Treasurer shall:

9.6.4.1 Handle expenses made by Election Commission and monitor purchases made by Election Commission, candidates, and slates.

9.6.4.2 Monitor the Election Commission's account balance and provide account balance updates to Election Commission members as necessary.

9.6.4.3 Serve as the Election Commission's Chief of Staff and administer special duties outlined in the Election Commission Handbook.

9.6.4.4 Draft a budget for the next fiscal year during the Student Government Annual Allocation Process.

9.6.4.5 Specify necessary finance reporting and set up procedures to verify these reports for executive slate and candidates.

9.6.4.6 Enforce candidate and slate campaign spending limits.

- 9.6.4.7 Define and declare valid and invalid campaign expenses.
- 9.6.4.8 Allow each executive slate one p-card.
- 9.6.4.9 Validate purchases made by the p-card holders.
- 9.6.4.10 Collect, review and submit executive slate balances before campaigning begins as indicated on the election timeline.
- 9.6.4.11 Enforce financial penalties in accordance with the Election Code.
- 9.6.4.12 Ensure accurate and complete financial reporting of candidate and slates financial disclosures.
- 9.6.5 The Election Commission Secretary shall:
 - 9.6.5.1 Be responsible for taking minutes at all meetings of the Commission.
 - 9.6.5.2 Present within five (5) days of a Commission meeting, a typed or electronic copy of the minutes to the Election Commissioner. Such minutes shall be reviewed and approved by the Commission at the following meeting after which they shall be made available by request.
- 9.6.6 The Commission and all of its subcommittees shall conduct all meetings in accordance with the current edition of *Robert's Rules of Order Newly Revised*, unless special rules are delineated in these Bylaws.
- 9.6.7 Quorum of the Commission
 - 9.6.7.1 Quorum shall consist of a majority of seated members of the regular members of the Commission.
- 9.6.8 In the event that a Commission member assumes the duties of the chair, they give up all voting rights, except in the event that the Commission is equally divided.
- 9.6.9 The Commission may adopt additional operating procedures to ensure fairness and efficiency in the Commission's proceedings.
- 9.6.10 All voting thresholds codified in Election Commission operating documents shall be read to mean a proportion of members voting and present, unless stated otherwise.

Chapter 10 Election Procedures and Policies

10.1 Election Code

- 10.1.1 The Government shall establish an Election Code, which shall contain the provisions of Government Law that directly regulate candidate and student behavior in regard to Government elections.
- 10.1.2 The Election Commission shall annually review the Election Code and shall present a proposal for any necessary and proper changes to the Speaker of the Senate no fewer than two (2) meetings prior to the end of the Fall Semester. Upon receipt, the Speaker of the Senate shall author a bill to amend the standing Election Code, pursuant to a two-thirds (2/3) vote of the present senators.
 - 10.1.2.1 The Speaker of the Senate shall notify the Election Commission of any bills modifying election procedures or processes and provide the Election Commission a copy.
- 10.1.3 The Election Code shall establish a penalty structure for violations of the rules set forth in this act, the Election Code, and other rules and procedures established by the Election Commission.
 - 10.1.3.1 Penalties shall consist of reduction or elimination of a candidate's or slate's eligibility for reimbursement funds and/or reduction or elimination of an executive slate's scholarship should they be elected and/or fined and/or the nullification of the contest.

- 10.1.3.1.1** When a Senate contest is voided due to extreme malicious violation of Election Law, it shall be considered a vacant seat.
- 10.1.3.1.2** When the President and Vice-President positions are voided due to extreme malicious violation of Election Law, there shall be a special election.
- 10.1.3.2** If a student is found to have committed extreme malicious violation of Election Law, they shall be ineligible to hold the seat until the next general election.
- 10.1.4** The Election Code shall:
 - 10.1.4.1** Establish candidate and slate campaign spending limits.
 - 10.1.4.2** Define valid campaign expenses.
 - 10.1.4.3** Specify necessary Financial Reporting.
 - 10.1.4.4** Set up procedures for verifying these reports.
 - 10.1.4.5** Define Campaigning Guidelines and Rules.
 - 10.1.4.6** Set up debate procedures and guidelines.
- 10.1.5** The Election Code shall specify all voting procedures, including methods of voting and polling places for general election.

10.2 Procedures and Policies Applicable to all Elections

- 10.2.1** All Student Government Elections shall be held in accordance with Student Government Bylaws, Election Code, and the Election Commission Constitution.
- 10.2.2** Registered Member Defined
 - 10.2.2.1** For Senate residency seats, a registered member shall be defined as a student who currently lives in the area for the position sought or a student who can produce documentation of proof of intent on living within the area for the position sought before the election and must be living in that area on the first day of the second session.
 - 10.2.2.2** For Senate college seats, a registered member shall be defined as a student whose primary major falls in the college for which the seat is in.
- 10.2.3** No member of the Election Commission shall seek office in any election supervised by the Election Commission during the time period from their confirmation by the Senate until the certification of results of said election.
- 10.2.4** Voter Eligibility
 - 10.2.4.1** All currently enrolled students shall be eligible to vote in any Government election.
 - 10.2.4.2** All students shall be eligible to vote for the positions of President and Vice President and any University-wide referendum or initiative.
 - 10.2.4.3** Students shall have as many votes as there are open seats for their respective college and residence area senators.
 - 10.2.4.4** Students shall be eligible to vote only for senators in their respective college and residence area.
 - 10.2.4.5** Students shall be eligible to vote for any additional offices that are designated by and in accordance with Government Law.
- 10.2.5** Tabulation of Votes
 - 10.2.5.1** Fictitious candidates and candidates not legally qualified to serve shall be disqualified before the certification of votes.
 - 10.2.5.2** Referenda and initiatives shall be tabulated by “yes” and “no.” All referenda and initiatives shall require a majority vote to be approved with the exception of Constitutional amendments.

- 10.2.5.3** President and Vice President votes shall be tabulated by candidacy and elected by plurality.
- 10.2.5.4** Persons receiving the highest number of votes equal to the number of seats open in a constituency shall be determined the winners of Senate races.
- 10.2.5.5** The Election Commission shall review the votes of any ballot item if the margin is within one (1) percent.
- 10.2.5.6** In the event of a tie for President and Vice President, the Election Commission shall hold a run-off election with only the tied candidates participating. Such an election shall be conducted as a special election under Government Law.
- 10.2.5.7** In the event of a tie for a Senate seat, the constituency council for that seat shall determine the method by which the tie shall be broken.
- 10.2.5.8** The Election Commission shall withhold the preliminary results of any election for a minimum of twenty-four (24) hours after the close of polling for that election.
- 10.2.6** The Election Commissioner, Vice Commissioner, and Election Commission Secretary shall certify the final results of any election seven (7) class days after the last day of polling for that election. The SG Advisor shall notarize the report containing the certification.
- 10.2.7** Any election contestations alleging violations of Government election law on the part of the Election Commission shall be filed with the Supreme Court within twenty-four (24) hours of the close of the last polling place.
- 10.2.8** Ballot positioning for all SG elections shall be determined by a method of chance.
- 10.2.9** A valid signature shall include a student's printed name, signature, and ISU Student ID Number (Middle nine (9) digit from the ISU Card) if collected on paper. Signatures collected by virtual means will be valid if verified to an authenticated ISU netID belonging to the student.
- 10.2.10** A student may sign any number of petitions only once per individual seeking election, regardless of multiple candidates.
- 10.2.11** Slates need not to disclose their funding option preference to students when gathering petitions.
- 10.2.12** Procedures for Election Violation Hearings
 - 10.2.12.1** The accused and, if applicable, the accusing party shall be notified by the Commission within twenty-four (24) hours of the submission of a suit to the commission. Any evidence in such a suit and the date and time of the hearing shall be presented with the notification.
 - 10.2.12.2** The hearing itself shall not be held earlier than forty-eight (48) hours after the initial notification.
 - 10.2.12.2.1** The Election Commission Violations Committee shall have the authority to hold a special violation hearing with less than forty-eight (48) hours notice if both the plaintiff and respondent agree to waive their right to proper notice of forty-eight (48) hours.
 - 10.2.12.3** Both the prosecution/plaintiff and the accused may call witnesses and present evidence as is necessary to present their case.
 - 10.2.12.4** The commission will operate in accordance with the rules for original actions established by the Rules of the Court prescribed for the Judicial Branch and any additional rules as it finds appropriate, which shall be subject to adoption by the same procedures as the Rules of the Court.

10.2.12.5 A case involving a ticket for President and Vice President may be pursued against only one of the candidates if the evidence suggests that the other had no knowledge of the alleged wrongdoing.

10.2.12.6 The prosecutor or commission must inform the defendant of their rights before questioning.

10.2.13 Enforcement of Penalties

10.2.13.1 If the Commission has found that a violation has occurred, the commission shall determine an appropriate penalty in accordance with the penalty schedule established in the Election Code.

10.2.13.2 The penalized party shall be notified, in writing, of the penalty amount, justification and terms of payment within twenty-four (24) hours of the decision of the Election Commission.

10.3 Privately Funded Campaigns

10.3.1 Any unused privately funded campaign funds shall be returned to the original funder, less any violations or fines, by means of a Deposit Refund. Monies will be refunded equally based on the percentage of funds used.

10.4 Procedures and Policies Applicable to the General Election

10.4.1 The Election Commission shall hold a minimum of three (3) candidate seminars to assist and inform students wishing to run for office. If a candidate cannot attend one of the scheduled seminars, they may fulfill this requirement by contacting the Election Commissioner no later than twenty-four (24) hours prior to the deadline for petitions.

10.4.2 Petitions

10.4.2.1 The Election Commission shall provide a standard petition form for students seeking office at least two (2) weeks before the petitioning deadline.

10.4.2.2 Slates for President and Vice-President must obtain a minimum of 500 signatures.

10.4.2.3 Slates that choose to use the public funding option shall personally pay back 75% of funds used and forfeit all unused public funds if they do not reach 500 signatures.

10.4.2.4 Students wishing to be placed on the ballot as candidates for President and Vice President must acquiesce to the financial restrictions stated within the Election Code

10.4.3 The Election Commission shall sponsor a minimum of two (2) public debates for the Presidential and Vice Presidential candidates.

10.4.4 The Election Commission shall provide to the Student Government Advisor all information to be included on the ballot by the agreed-upon date, beyond which no changes to the ballot shall be made.

10.4.4.1 The Election Commission may provide the Student Government Advisor with information about candidate infractions up until twenty-four (24) hours before the first day of polling.

10.5 Procedures and Policies Applicable to Special Elections

10.5.1 A special election shall be held when called for under the provisions of the Constitution or in the case of a tie between Presidential and Vice Presidential executive slate candidates during a general election.

10.5.1.1 The Senate may exercise their right to call for a special election with the passage of a Senate Order

- 10.5.1.1.1** In the case of a constitutional amendment or referendum, the Senate may attach a request for a special election to the amendment bill, or they may pass a separate Senate Order.
- 10.5.2** A special election may consist of a recall election, an election to fill the positions of President and Vice President, an initiative election, or a referenda election.
- 10.5.3** Recall Elections and Elections to Fill the Positions of President and Vice President
 - 10.5.3.1** A recall election shall be held upon receipt of a petition signed by ten (10) percent of the students of that constituency, or nine (9) students of that constituency, whichever is greater.
 - 10.5.3.2** Members of the Election Commission shall individually assist students wishing to run for office.
- 10.5.4** Petitions
 - 10.5.4.1** The Election Commission shall provide a standard petition form for students seeking office at least one (1) week before the petitioning deadline.
 - 10.5.4.1.1** Students wishing to be placed on the ballot as candidates for President and Vice President shall have their petition signed by no fewer than 500 registered Iowa State University students.
 - 10.5.4.1.2** The official being recalled shall be placed first on the ballot, followed by any other candidates in an order determined by a method of chance.
- 10.5.5** Initiative & Referendum Elections
 - 10.5.5.1** Any initiative or referendum, whether on a separate ballot or the same ballot as some other general or special election constitutes a separate election. Votes in such an election shall be tabulated independently of all other elections.
 - 10.5.5.2** Students wishing to sponsor an initiative shall submit a request to obtain a customized petition form from the Election Commission containing the proposed ballot question exactly as it will appear on the ballot.
 - 10.5.5.3** The Election Commission shall publish all proposed initiatives and referenda in the Iowa State Daily prior to the first polling day of any election.
- 10.5.6** The Election Commission shall provide to the Student Government Advisor all information to be included on the ballot one (1) week prior to the first day of polling, beyond which no changes to the ballot shall be made.
- 10.5.7** The Election Commission shall allow a minimum of one (1) week from the time of the announcement of the special election to the first day of polling for campaigning.
 - 10.5.7.1** When the Senate is the one requesting an election, they may stipulate the constitutional amendment or referenda being posed to voters on the Senate Order requesting the election or through a Senate Order anytime sooner than 2 weeks before the day of the election.
 - 10.5.7.2** The request shall be considered official only once the Speaker communicates the request of the Senate to the Election Commissioner.
 - 10.5.7.2.1** Requests for special elections may include a proposed date, but must be communicated to the election commission no sooner than 4 weeks before the proposed date.
 - 10.5.7.2.2** The Senate may choose to designate a time at which the Speaker will be required to communicate the request of the Senate.
- 10.6** Any campaign or student with injury due to a violation of election law may bring suit against the responsible candidate or campaign before the Election Commission.

- 10.6.1** If there is a generalized injury to the student body at large, the Speaker of the Senate may join the plaintiff on behalf of the student body

Chapter 11 Compensation for Chief Officers

- 11.1** If the recipient remains in Story County during the semester of the remission, with the firm expectation that regular office hours be actively observed and responsibilities of their office be fulfilled,
- 11.1.1** The President shall be offered a full tuition remission (hereafter called scholarship) that is equivalent to the in-state resident undergraduate (most majors) tuition and included mandatory assessed fees.
- 11.1.2** The Finance Director shall be offered a scholarship that is equivalent to three-fourths (3/4) the in-state resident undergraduate (most majors) tuition and included mandatory assessed fees and a parking pass.
- 11.1.3** The Vice President shall be offered a scholarship that is equivalent to three-fourths (3/4) in-state resident undergraduate (most majors) tuition, included mandatory assessed fees.
- 11.1.4** The Speaker of the Senate shall be offered a scholarship that is equivalent to one-half (1/2) of the in-state undergraduate (most majors) tuition, included mandatory assessed fees and a parking pass.
- 11.1.5** The Vice Speaker of the Senate shall be offered a parking pass.
- 11.1.6** The Chief of Staff shall be offered a parking pass.
- 11.1.7** The Chief Justice of the Supreme Court shall be offered a parking pass.
- 11.1.8** Upon resignation, removal from office, or losing eligibility to hold office, the President, Vice President, Speaker, Vice Speaker, Finance Director, Chief of Staff, and/or Chief Justice shall turn their parking passes over to their replacement.
- 11.2** Fall and Spring semester scholarships shall equal tuition assessed to the recipient for up to twelve (12) earned credit hours. The scholarship shall be applied only to tuition assessed, shall be paid only by voucher payable directly to the ISU Treasurer, and shall be paid only on the ISU installment plan at the minimum amount per payment.
- 11.3** The President and Financial Director shall receive either Summer, or, if in session, Winter semester scholarships, chosen at the preference of the recipient, that shall equal tuition assessed for up to four (4) earned credit hours of resident (most majors).
- 11.4** Scholarships shall not be offered until:
- 11.4.1** The SG Advisor has provided the Student Financial Aid Office with written verification of eligibility to hold office,
- 11.4.2** The Student Financial Aid Office has certified the total amount of all other grants and scholarships accepted by the recipient for tuition and room and board.
- 11.5** As certified each semester by the SG Advisor, failure to earn the number of credit hours for which tuition was paid shall require the recipient to make restitution for the difference between tuition paid and tuition for credits earned.
- 11.6** Upon resignation or losing eligibility to hold office, all scholarship funds remaining for the respective office shall be immediately frozen, and shall be released only when the respective office is filled.

Chapter 12 Amending the Bylaws

- 12.1 The Bylaws shall be amended only at a regular meeting of the Senate.
- 12.2 Amending the Bylaws shall be outlined in the SG Constitution.
- 12.3 Within ten (10) days of an amendment of the Constitution, Articles of Cooperation or Bylaws, the updated document(s) shall be forwarded to the Student Activities Center.

Chapter 13 Ratification

- 13.1 These Bylaws shall go into effect with a roll call vote when two-thirds (2/3) of all seated Senators approve them at a regularly scheduled Senate meeting.

Chapter 14 Student Government Operation

14.1 Meeting Protocols

- 14.1.1 Unless a special meeting is called with written approval from the Office of the Vice President of Student Affairs, there shall not be a Student Government meeting occurring during the final two (2) weeks of the Fall and Spring Semesters or during University breaks.

14.2 Open Meetings

- 14.2.1 All meetings shall be held in accordance with the Chapter of Iowa Code covering Official Meetings Open to Public and shall be enforced by the Supreme Court. Student Government meetings shall adhere to the following:
 - 14.2.1.1 All meetings shall be open and accessible to the general student body
 - 14.2.1.2 Meeting notices and agendas shall be posted at minimum of 24-hours in advance of regular, scheduled meetings on the Student Government website and shall include the location, date, and time of the meeting.
 - 14.2.1.3 All meetings shall be held in open session unless a closed session is permitted in section 2.15 of the Chapter of Iowa Code covering Official Meetings Open to Public.
 - 14.2.1.4 All approved meeting minutes shall be posted to the Student Government website within four (4) days of the minutes being approved.
 - 14.2.1.5 All meeting minutes shall show the results of each vote was taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session.
 - 14.2.1.6 All meeting agendas and meeting minutes shall be formatted using the official Student Government agenda template. The template shall be adopted through senate order.

14.3 Open Records

- 14.3.1 All records and official business of Student Government shall be held and maintained in accordance with the Chapter of the Iowa Code covering *Examination of Public Records* and shall be enforced by the Supreme Court. Student Government Records shall adhere to the following:
 - 14.3.1.1 The general public shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained therein.

14.4 Student Government Website

14.4.1 Chairs of all Student Government committees, commissions, and other Student Government branches shall be responsible for keeping their designated webspace up to date with all information relevant to the student body, including but not limited to meeting minutes, agendas, and projects. Chairs may appoint an individual to maintain these duties.

14.4.1.1 To do so, all Student Government Committee Chairs will be given editing access to the Student Government Website, restricted to their relevant pages when possible.

14.4.2 Chairs of all Student Government committees, commissions, and other Student Government branches shall be responsible for posting meeting agendas and events on the Student Government website.

14.4.3 The Student Government website shall comply with the Americans with Disabilities Act (ADA) and be ADA compliant.

14.5 Student Government Outreach Program

14.5.1 All Senators and Cabinet members shall participate in a minimum of two (2) outreach credits per semester. Outreach shall include but not be limited to tabling, speaking at clubs/organizations, and speaking prior to classes at Iowa State.

14.5.1.1 The failure of a Senator to complete at least two outreach credits per semester will be considered a nonfeasance of duty.

14.5.1.2 Cabinet members and Senators that take office in the second half of the semester will only be required to complete one outreach credit in the remainder of said semester. Further, Cabinet members and Senators that take office with less than three weeks remaining in the semester will not be required to complete any outreach credits.

14.5.2 The Director of Outreach shall be responsible for recording, tracking, and determining outreach credits for all members of Student Government required to do outreach credits, and be responsible for reporting cases of missing outreach credits to the heads of the member's respective branch at the end of the semester.