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## **Rules and Procedures**

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## Chapter 1

### General Rules and Procedures

#### 1.01 Definitions

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#### 1.01 Definitions

(a) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding the word, unless otherwise stated.

(b) As used in this chapter, "Election" shall mean any election in which one or more Executive Officer or Senator is considered by the students of Ohio University, Athens Campus, excepting any election in which there is only consideration of an Amendment to the Constitution or Question placed by Senate.

(c) As used in this chapter, "Rules & Procedures" shall mean the corpus of rules and procedures, which derive their meaning from the Constitution

of Senate and govern Senate's operation.

#### 1.02 Amendments to the Constitution and Rules & Procedures

(a) The Committee on Rules & Procedures shall consider all proposals to amend the Rules & Procedures or Constitution. In the case that a resolution amends or has the effect of amending either the Rules & Procedures or Constitution, the resolution or those parts of the resolution which have the effect of amending the Rules & Procedures or constitution shall be out of order and shall be immediately referred to the Committee on Rules & Procedures for further consideration.

(b) Upon concurrence of a majority of the Committee, a Report shall be referred to Senate for consideration. The Report shall include the text of the amendment, information as necessary to provide justification for adoption of the amendment and may contain opposing views.

(c) The Rules & Procedures shall be amended by assent of two thirds of Senators and Executive Officers. Any amendment to the text of the Report shall be reviewed by the Committee on Rules & Procedures which may alter the language, but not the intent or effect, of the amendment to conform to the style and standards of the Rules & Procedures. The Committee shall make all necessary codification changes in the Rules & Procedures, including references throughout the document to various sections.<sup>1</sup>

(d) A proposed amendment to the Constitution shall be agreed to by assent of two thirds of seated Senators and Executive Officers. Any amendment to the text of the Report shall be reviewed by the Committee on Rules & Procedures which may alter the language, but not the intent or effect, of the amendment to conform to the style and standards of the Constitution. The proposed amendment shall be placed on the ballot of the next campus wide Senate election. Upon concurrence of a majority of students voting, the amendment shall be presented to the Ohio University Board of Trustees for approval. Upon concurrence of a majority of the members of the Board of Trustees voting, the amendment shall be adopted.

(e) Amendments to the Rules & Procedure that affect the conduct of elections adopted during a semester in which an election is held shall not become effective until after the results of the election are certified.

#### 1.03 Suspension of the Rules & Procedures

With the approval of the Senators and Executive Officers, the Senate may suspend a portion of the Rules and Procedures for a period lasting not more than one full academic term. A proposal to suspend a portion of the Rules and Procedures shall be presented in writing to the chair of the Committee on Rules and Procedures. With the assent of a majority of the Committee, a resolution to adopt the proposal shall be presented at a General Body Meeting for consideration. The resolution shall be considered adopted with the consent of two-thirds of voting Senators and Executive

Officers. Chapter 100 of the Rules and Procedures is exempt from this provision.

#### **1.04 Rules of Order**

(a) The parliamentary guide shall be the most current Robert's Rules of Order, in the case that the Rules & Procedures or the Constitution does not address a situation or subject.

(b) Upon concurrence of two thirds of Senators and Executive Officers voting during the second meeting of the academic year, Senate shall designate a parliamentary guide other than the most current Robert's Rules of Order.

#### **1.05 Commentary**

(a) The Committee on Rules & Procedures shall be responsible for including in the Rules & Procedures various annotations or commentaries on the Rules & Procedures. Commentary shall include generally accepted interpretations of various Rules, information and guidance that should not be included in the Rules & Procedures but are helpful to the current and future Senates. A Senator, Executive Officer, or staff member may petition the Committee on Rules & Procedures to add or amend a commentary. With the concurrence of a majority of the Committee on Rules & Procedures, the commentary shall be added. The commentary shall be written by the Committee on Rules & Procedures in a manner and style consistent with the Rules & Procedures.

(b) Commentaries are not part of the Rules & Procedures and are included only for the purpose of providing guidance and precedent for Senate.

(c) The date the commentary is added shall be included in the commentary by parenthetical notation.

(d) A commentary that is included that conflicts or substantially alters a previous commentary shall note the fact.

(e) The Committee on Rules & Procedures shall eliminate unnecessary, unused, incorrect, or contradicted commentaries by the end of every fourth academic year after 1997-1998.

#### **1.06 Nominating a Student Member of the Board of Trustees**

(a) All applications for the Student Member of the Board of Trustees shall be submitted to the Vice President of Senate no later than the fifth week of the spring semester.

(b) The Student Trustee Search Committee shall interview applicants. All interviews shall occur before the seventh week of spring semester. After the interview process is completed, the Committee shall put forward five (5) candidates to the Office of the President for approval before being sent to the Governor's Office for final consideration and appointment.

(c) The Committee shall issue a report for inclusion in the Proceedings of Senate regarding the selection process. This document may contain any information the Committee sees fit and is for internal use only.

(d) An amendment to the Rules & Procedures that substantially alters the selection process must be agreed to by the Ohio University Board of Trustees.<sup>2</sup>

#### **1.07 The Seal of Senate**

(a) The Seal of Senate or the Senate logo shall be used on all publications, advertisements, and other documents whenever possible with consideration given to aesthetic conventions.

(b) The Seal of Senate shall be the Seal of Ohio University and circled by the words, The Ohio University Student Senate.

(c) The Senate logo is picture of class gate with the words Ohio University Student Senate.

#### **1.08 Senators Emeriti**

(a) There shall be an award of Senate to honor those persons who have served the Senate and their constituents above and beyond the call of duty. This distinction shall be called Senator Emeritus status, and may be awarded every year, preferably by the last General Body Meeting of the spring semester.<sup>3</sup>

(b) To be eligible for this award, a person shall have been a Senator or Executive Officer, or any position that enjoyed voting privileges; served on the Senate for a period no less than two years; and displayed outstanding service to Senate that is beyond any expectation.<sup>4</sup>

(c) The privileges of this distinction shall include the following: the title of Senator Emeritus or Senator Emeriti, the recipient's name placed on a plaque that is displayed in a public location, speaking privileges at meetings of Senate upon recognition by the President or President pro tempore, and full use of the Senate office while a student at Ohio University. A Senator Emeritus or Senator Emeriti

shall not hinder normal Senate office work.

(d) There shall be an award of Senate to honor those persons who have served the Senate and their constituents above and beyond the call of duty. This distinction shall be called Senior Honors status, and may be awarded every year, preferably at the last General Body Meeting of the Spring Semester.

(e) To be eligible for this award, a person shall have to be a Graduating Senior and displayed outstanding service to Senate that is beyond any expectation.<sup>4</sup>

(f) The Committee shall nominate by a non-amendable resolution no more than eight Senators Emeriti and no more than eight Senior Honors per year. Upon concurrence of a majority of Senators and Executive Officers, the resolution shall be agreed to.

**1.09 The Bobcat Medal**

(a) There shall be an award of Senate to honor any person who has made an especially meritorious contribution to 1) Ohio University, or 2) students and faculty of Ohio University, or 3) cultural or other significant, public or private endeavors. This award shall be established as the Bobcat Medal, hereinafter referred to as the Medal.

(b) The Medal may be awarded by a concurrence of a majority of Senators and Executive officers. Student Senate may select for the award of the Medal any person recommended by a resolution placed on the agenda in accordance with Chapter 40 of the rules and procedures. Subject to the provisions of this Order, the

Medal may be awarded posthumously.

(c) The Medal shall not be awarded freely and great care and consideration should be made to ensure recommendations meet the intent in paragraph 1(a.) above.

(d) The principal announcement of awards of the Medal shall normally be made annually, midway through the spring Semester; but such awards may be made at other times, as the Senate may deem appropriate.

(e) The resolution nominating an individual will be approved by the Medal Committee prior to being introduced to the full Senate.

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<sup>1</sup> Throughout the Rules & Procedures, there are references to sections by section number. The Committee on Rules & Procedures must ensure that all references caused by an amendment are corrected. (4 June 1998)

<sup>2</sup> The process established by section 30.10 is governed by Ohio Revised Code XXXXXX (4 June 1998)

<sup>3</sup> This award has been considered as a distinction similar to that of the Congressional Medal of Honor. This is the highest award that Senate may give, and when choosing nominees for this award, this fact should be considered—it is not a distinction for someone who has simply served Senate for a long time, is likeable, or did his or her job.

<sup>4</sup> The selection committee may research the records of Senate to find persons to whom there is no personal acquaintance with, but are equally deserving of the award. Included in this is that a

Senator may be eligible for the award more than once, provided that they are not a previous recipient of the award. Note that Executive Officers are not automatically given this distinction.

## Chapter 10

### Executive Officers and Duties

#### 10.01 Definition

#### 10.02 Executive Officers, Generally

#### 10.03 President of Senate

#### 10.04 Vice President of Senate

#### 10.05 Treasurer of Senate

#### 10.06 Vacancy of an Executive Officer

#### 10.07 Performance Evaluation

#### 10.01 Definitions

(a) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding the word, unless otherwise stated.

(b) As used in this Chapter, "Meeting" means a meeting of all Senators and Executive Officers as used in the Chapter of the Rules.

(c) As used in this chapter, "agenda" shall refer to the outline that details the organization of business during a meeting of Senate.

(d) As used in this chapter, –office shall refer to any space Senate resources contribute to as the primary source of maintenance.

#### 10.02 Executive Officers, Generally

(a) The President, Vice President, and Treasurer shall hold the executive powers of Senate.

(b) The term of office for the Executive Officers shall commence and end after the Advisor of Senate administers

the Oath of Office to the Executive Officers-elect. The Oath shall be administered during a ceremony immediately preceding adjournment of the last scheduled meeting of Senate in an academic year.<sup>5</sup>

(c) The Oath of Office for the Executive Officers shall be: I (name of Executive Officer) swear (or affirm) that I will uphold the Constitution and Rules & Procedures of Senate, faithfully carry out my duties as an Executive Officer, do nothing to bring shame or discredit to Senate or the University, and ensure that Senate fulfills its duties and responsibilities as the student government of Ohio University.<sup>6</sup>

(d) The Executive Officers shall compose a list of registered student organizations of Ohio University. The executive Officers or their designees will equally divide and assign student organization visits amongst Senators, Commissioners, and the Executive Officers. The list and division is to be completed by the first Senate meeting of each semester.

(e) No executive officer shall have more than one vote for any reason, including serving as Executive Officer and Active Commissioner, or as Executive Officer and proxy for a Senator or another Executive office. No executive shall serve as a Vice Commissioner.

#### 10.03 President of Senate

(a) The duties of the President of Senate include, but are not limited to, the efficient and effective functioning of Senate, speaking for Senate and conveying decisions and

opinions of Senate; presiding over meetings of Senate or designate a President pro tempore, supervising procedures of Senate and following up with necessary actions approved by Senate; proposing the meeting agenda, establishing special committees, taking necessary and proper measures in order to ensure Senate executes its responsibilities to the students and the community, deliver a state of the senate address either third week of spring semester; represent Senate as a member of the Dean of Student's Council of Student Leaders, serve on the University Review and Standards Committee; report all presidential action to Senate for inclusion in the record; provide all pertinent minutes and resolutions to the Vice President for Student Affairs and the Dean of Students by the second Friday after each general body meeting and other duties required by the Constitution and Rules & Procedures.

(b) The President of Senate shall serve a minimum of twelve office hours, ten of which shall be in the office between the hours of 9 AM and 5 PM, Monday through Friday, excepting those days during which class is not in session or those days on which the Senate offices are inaccessible. The President is responsible for providing an account of the time spent acting as an Executive Officer and may be called by a Senator or Executive Officer to demonstrate compliance with this section.

(c) When presiding over a meeting of Senate, the President shall vote only when the yeas and nays are equal in number, and is not prohibited from making pronouncements

regarding matters before Senate when necessary.

(d) The President may delegate duties to other Executive Officers, Appointed Senators, or members of the Executive Staff.

#### **10.04 Vice President of Senate**

(a) In addition to those duties delegated by the President, the duties of the Vice President of Senate include, but are not limited to, referring appropriate actions to commissions, filling vacated Senate seats, ensuring that Senators have access to the Constitution and Rules & Procedures information, and material necessary for understanding Senate processes, ensuring Senators comply with applicable Rules and Procedures, and other duties required by the Constitution and Rules & Procedures.

(b) The Vice President, or his or her designee, shall chair the Standing Committee for Board of Trustees Student Member Nominees Selection Process, the Standing Committee for Joint Resolutions, the Standing Committee Leadership Development and the Bobcat Medal Committee.

(c) The Vice President of Senate shall serve a minimum of twelve office hours, ten of which shall be in the office between the hours of 9AM and 5 PM, Monday through Friday, excepting those days during which class is not in session or those days on which the Senate offices are inaccessible. The Vice President is responsible for providing an account of the time spent acting as an Executive Officer and may be called by a Senator or Executive Officer to demonstrate compliance with this section.

(d) The Vice President may delegate duties to Appointed Senators, and members of the Executive Staff.

(e) The Vice President of Senate shall oversee the Organizational Liaison in his or her assigned duty of dividing the student organization list according to section 10.22(c). If the position of Organizational Liaison is not filled, the Vice President shall assume the duties assigned under section 10.22(c).

(f) The Vice President is responsible for ensuring that voting members of senate comply with section 20.02(f).

#### **10.05 Treasurer of Senate**

(a) In addition to those duties delegated by the President, the duties of the Treasurer of Senate include, but are not limited to, supervising all financial matters of Senate; training members of Senate regarding the budgetary process; helping Senators submit budget requests; providing weekly reports regarding Senate's finances which shall include the total of all expenditures and revenues since the last report, the current balance, and a statement certifying that the information contained in the report is true and accurate to the best of the Treasurer's knowledge and all Rules & Procedures regarding the budget are being followed; recommending a budget and various appropriations to the Committee on the budget; working with the Committee on the Budget and its committee members; and other duties required by the Constitution and Rules & Procedures.

(b) The Treasurer of Senate shall serve a minimum of twelve

office hours, ten of which shall be in the office between the hours of 9 AM and 5 PM, Monday through Friday, excepting those days during which class is not in session or those days on which the Senate offices are inaccessible. The Treasurer is responsible for providing an account of the time spent acting as an Executive Officer and may be called by a Senator or Executive Officer to demonstrate compliance with this section.

(c) The Treasurer of Senate shall serve as the Treasurer of the Student Activities Commission.

(d) The Treasurer shall review statements and invoices listing charges to Senate, including, but not limited to, photocopies, advertisements, and long distance phone calls. The Treasurer shall be responsible for noting and examining any charges that appear to be excessive or not budgeted.

(e) The Treasurer may delegate duties to Appointed Senators and members of the Executive Staff.

#### **10.06 Vacancy of an Executive Officer**

(a) If there is a vacancy in the office of President, the Vice President shall become President. If there is no Vice President, the Treasurer shall become President. If there is neither a Vice President nor a Treasurer, a Senator shall be elected by plurality of ballots cast by Senators to become President and the Chairman of the Committee on Rules & Procedure shall become President pro tempore for the purpose of conducting the vote.

(b) If there is a vacancy in the office of Vice President, a Senator shall be elected by plurality of ballots cast by Senators and Executive Officers to become Vice President.

(c) If there is a vacancy in the office of Treasurer, a Senator shall be elected by plurality of ballots cast by Senators and Executive Officers to become Treasurer.

### **10.07 Performance Evaluation**

During the fourth week of each semester, the Vice President or his or her designee shall distribute an evaluating form for the purpose of allowing Senators, Executive Officers, and others at the discretion of the Executive Officers to evaluate the performance of the Executive Officers and the Chief of Staff. The Executive Offices in consultation with the Chief of Staff shall determine the questions. The Executive Officers and Chief of Staff shall review the completed evaluations and use the results as they see fit.

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<sup>5</sup> The Executive Officers and Executive Officers-elect should meet before the last meeting to agree to the format of the ceremony. (4 June 1998)

<sup>6</sup> The Oath of Office for the Executive Officers is traditionally administered individually. (4 June 1998)



## Chapter 11

### Executive Staff Positions and Duties

#### 11.01 Executive Staff,

##### Generally

#### 11.02 Executive Staff, Meeting Attendance

#### 11.03 Executive Staff, Chief of Staff

#### 11.04 Executive Staff, Director of Graphic Design

#### 11.05 Executive Staff, Director of Public Relations

#### 11.06 Executive Staff, Director of University Relations

#### 11.07 Executive Staff, Parliamentarian

#### 11.08 Executive Staff, Director of the Internship Program

#### 11.09 Executive Staff, Webmaster

#### 11.10 Executive Staff, Director of Community Service and Social Activity

#### 11.11 Executive Staff, Veteran's Affairs

#### 11.12 Executive Staff, Auditor

#### 11.13 Executive Staff, Interns

#### 11.14 Executive Staff, Organizational Liaison

#### 11.15 Executive Staff, Director of Research

#### 11.16 Executive Staff, Director of Alumni Relations

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#### 11.01 Executive Staff, Generally

(a) The Executive Officers shall appoint students to various positions as necessary to execute the responsibilities and duties of the Executive Officers and Senate. The persons holding these positions shall serve at the pleasure of the Executive Officers.

(b) Additional positions may be created as necessary to execute

the duties of the Executive Officers.

(c) The President is responsible for the actions of all executive duties delegated to certain positions. The Executive Officers may appoint the various positions listed in this chapter by majority vote of the Executive Officers.

(d) A Senator shall not hold any position authorized by this chapter, excepting those positions authorized by sections 11.09, 11.10, or 23.02.

(e) An Executive Officer shall not hold any position authorized by this chapter, excepting those positions authorized by section 11.09, 10.10, or 23.02.

(f) In the case that a Senator or an Executive Officer holds a position described in section 11.09, 11.10 or 23.02, the office hour requirement contained in this chapter shall be waived.

(g) Office hours for each position listed in Sections 11.02, 11.03, 11.04, 11.05, 11.06, 11.07, 11.08, 11.09, 11.10, 11.11, 11.12, and 11.12, shall be in the office between the hours of 9 AM and 5 PM, Monday through Friday, excepting those days during which class is not in session or those days on which the Senate offices are inaccessible. The Executive Officers may grant an exception to this requirement. Any exception to this requirement shall be announced during a General Body meeting of Senate for inclusion in the minutes of Senate. Upon concurrence of two thirds of Senators and Executive Officers, the decision of the Executive Officers authorized by section 11.01 (g) shall be reversed.

#### 11.02 Executive Staff, Meeting Attendance

(a) Executive staff must attend a minimum of two Senate General Body Meeting a semester at the discretion of the Chief of Staff and Executive Officers, and appeals may be made to the Executive Officers.

(b) Executive Staff may be required to attend additional meetings at the discretion of the Chief of Staff, and appeals for violations may be made to the Executive Officers.

#### 11.03 Executive Staff, Chief of Staff

(a) The Chief of Staff shall be appointed by a majority of the Executive Officers.

(b) The Chief of Staff shall function as an advisor to the Executive Officers, recommend students for the Executive Staff, serve as a liaison between the Executive Officers and the Executive Staff, serve as a liaison between the Senate and the Executive Staff when necessary, and carry out any duty delegated by the Executive Officers. All information discussed by the Executive Officers is confidential and shall not be discussed with any one else without the authorization of the Executive Officers. The Chief of Staff may be required to sign a non-disclosure agreement.

(c) The Chief of Staff shall not vote in Executive Officer meetings and shall not hire or dismiss Senators or Executive Staff.

(d) The Chief of Staff shall be a student who has served as a Senator or Executive Staff

member for a minimum one academic year. In the case that no suitable candidate exists who meets the one academic year requirement, this requirement is waived.

(e) The Chief of Staff shall be evaluated by Senate at any time the Executive Officers are evaluated.

(f) The Chief of Staff shall attend Senate meetings in accordance to section 40.10.

(g) The Chief of Staff shall serve no less than eight hours per week in accordance with section 11.01 (g).

#### **11.04 Executive Staff, Director of Graphic Design**

(a) The Executive Officers shall appoint a Director of Graphic Design. The Director of Graphic Design shall be responsible for the planning, the preparation and the construction of such graphical publications, advertisements, and other images as deemed necessary for Student Senate; in addition to other duties as delegated by the Executive Officers.

(b) The selection for Director of Graphic Design shall give preference to those applicants demonstrating both speed and proficiency within the field of graphical design. Therefore, those students applying for the Director of Graphic Design position are required to submit a portfolio of their work or can be excused of this at the discretion of the executive officers.

(c) Any and all documents and/or images produced by the Director of Graphic Design are sole property of Student Senate. Student Senate grants the Director of Graphic Design the

right(s) to use his/her productions within a personal portfolio.

(d) The Director of Graphic Design shall serve no less than five hours per week in accordance with section 11.01(g).

(e) The Director of Graphic Design shall attend Senate meetings in accordance to section 40.10.

#### **11.05 Executive Staff, Director of Public Relations**

(a) The Executive Officers shall appoint a Director of Public Relations. The Director of Public Relations shall be responsible for publicizing Senate activities, decisions, actions, events, and meeting to the general public, student body and members of the media including but not limited to newspaper, radio and television; and other duties as delegated by the Executive Officers.

(b) The Director of Public Relations shall serve no less than five hours per week in accordance with section 11.01(g).

(c) The Director of Public Relations shall attend Senate meetings in accordance to section 40.10.

#### **11.06 Executive Staff, Director of University Relations**

(a) The Executive Officers shall appoint a Director of University Relations. The Director of University Relations shall issue a Report monthly on all university committees with student representatives for inclusion in the Proceedings of

Senate; shall solicit applications and recommend students to the University Committee on Committees for membership; and other duties as delegated by the Executive Officers.

(b) The Director of University Relations shall serve no less than three hours per week in accordance with Section 11.01(g).

#### **11.07 Executive Staff, Parliamentarian**

(a) The Executive Officers shall appoint a Parliamentarian. The Parliamentarian shall advise the President or President pro tempore on matters pertaining to the Constitution, the Rules & Procedures of Senate, and Robert's Rules of Order; and other duties as delegated by the Executive Officers.

(b) The Parliamentarian shall attend Senate meetings in accordance to section 40.10. The Parliamentarian shall attend the Rules and Procedures Committee.

(c) The Parliamentarian shall serve no less than three hours per week in accordance with section 11.01(g).

(d) The Parliamentarian may not serve as both the parliamentarian and a proxy for a Senator or Executive Officer in the same meeting.

#### **11.08 Executive Staff, Director of the Internship Program**

(a) The Executive Officers shall appoint a Director of the Internship Program. The Director of the Internship Program shall be a former intern. Special consideration shall be given to former senators and staff, except in the case that

no suitable candidate exists. The Director shall be responsible for the internship program and the actions of the interns; and other duties as delegated by the Executive Officers.

(b) The Director of the Internship Program shall serve no less than five hours per week in accordance with section 11.01(g).

(c) The Director of the Internship Program shall attend Senate meetings in accordance to section 40.10.

(d) The Director of the Internship Program can appoint an Assistant Director, who shall serve at the pleasure of the Director of the Internship Program, if deemed necessary.

#### **11.09 Executive Staff, Webmaster**

(a) The Executive Officers shall appoint a Webmaster who shall be responsible for maintaining and updating the Student Senate Web site, and other duties as delegated by the Executive Officers or Chief of Staff.

(b) The Webmaster shall serve no less than 4 hours per week in accordance with section 11.01(g).

(c) The Webmaster shall be responsible for updating the Student Senate Web site at least once every two weeks, or at the request of a Senate member. The Webmaster shall work with the Executive Officers, Commissioners, Senators and other Staff members to ensure that all information on the Student Senate Web site is up-to-date and current.

(d) The Webmaster shall work with the Ohio University Office of Information Technology in order to maintain the Student Senate Web site's accuracy.

#### **11.10 Executive Staff, Community Activity and Social Activity**

(a) The Executive Officers shall appoint a Community Activity and Social Chair. The Community Activity and Social Chair shall organize Student Senate projects in the community and other duties as delegated by the Executive Officers.

(b) The Community Activity and Social Chair shall coordinate social functions through the Social Committee which will be open to all members of Senate. The Community Activity and Social Chair shall serve as the chair of the Social Committee Meetings.

(c) The Community Activity and Social Chair shall serve no less than three officer hours per week in accordance with 11.01(g).

#### **11.11 Executive Staff, Veteran's Affairs**

(a) The Executive Officers shall appoint a Veteran Affairs Director, if they deem necessary. The Veteran's Affairs Director shall represent Veteran students who have grievances with the university, serve as a liaison with offices, departments, committees, and organizations involved with the concerns of Veteran students, inform students of relevant legislation pending or passed on the local, state, and federal levels.

(b) The Veteran's Affairs Director shall serve no less than three hours per week in accordance with section 11.01(g).

#### **11.12 Executive Staff, Auditor**

(a) The Executive Officers shall appoint an Auditor of Senate. The Auditor of Senate shall conduct audits of Senate and Student Activities Commission financial records twice a semester. These reports shall be completed by the seventh and the fourteenth week of the semester. The Auditor of Senate shall issue a report of Senate's financial affairs to Senate at the conclusion of all audits. The Auditor of Senate shall assist in all audits of SAC funded organizations.

(b) The Auditor of Senate shall serve no less than three hours per week in accordance with section 11.01(g).

#### **11.13 Executive Staff, Interns**

(a) Interns shall be designated to a commission as seen appropriate by the Intern Director.

**(b) Interns are required to attend their assigned commission meetings along with one general body meeting per quarter.**

(c) All interns shall serve no less than two hours per week in accordance with section 11.01(g).

(d) Interns are required to attend seven general body meetings a semester and sign in to the Chief of Staff. Enforcement of this requirement will be at the discretion of the Executive

Officers, the Intern Director and Chief of Staff.

#### **11.14 Executive Staff, Organizational Liaison**

(a) The Executive Officers shall appoint an Organizational Liaison.

(b) The Organizational Liaison shall facilitate relationships between student organizations and the Ohio University Student Senate.

(c) The Organizational Liaison shall gather the list of registered student organizations, divide the list in its entirety, and assign organizations to each voting member of Senate. This shall be accomplished before week four of fall semester. Members will contact each of their assigned student organizations to request the opportunity to visit a meeting of that organization at least once per academic year. Senators' first request for a visit shall happen prior to week 13 of Fall Semester. In the case that the position of the Organizational Liaison is not filled, the Vice President shall fulfill this duty according to 10.04 (e).

(d) The Organizational Liaison shall serve no less than three office hours per week in accordance with section 11.01(g).

#### **11.15 Executive Staff, Director of Research**

(a) The Executive Officers shall appoint a Director of Research. The Director of Research shall be responsible for conducting research with measures including, but not limited to questionnaires, online polls, or student focus groups. The

Director of Research or designee shall conduct all steps of the research project including, but not limited to, creating questionnaires, distributing questionnaires, leading focus groups, and evaluating research results.

(b) The topics of research shall be Senate initiatives or issues pertinent to the university community, and the research shall be conducted in a professional manner with respect to the research subjects' rights.

(c) The Director of Research shall appoint up to three Research Assistants to aid in all duties outlined in section 10.14(a). Research Assistants shall be bound to section 11.14(b) and shall serve no less than three office hours per week.

(d) The Director of Research shall serve no less than five hours per week in accordance with section 11.01(g).

#### **11.16 Executive Staff, Director of Alumni Relations**

(a) The Executive Officers shall appoint a Director of Alumni Relations who shall be responsible for communication and outreach to Student Senate alumni.

(b) The Director of Alumni Relations shall be responsible for maintaining an updated list of Student Senate alumni and their contact information. Alumni who do not want their contact information to be public information, will be respected. The Director of Alumni Relations shall work with the Office of Alumni Relations to maintain these records.

(c) The Director of Alumni Relations shall be responsible for creating a newsletter to be sent to Student Senate alumni once a semester. The Director shall work with Executive Officers, Commissioners, Senators and other Staff members in order to create this newsletter.

(d) The Director of Alumni Relations shall be responsible for hosting an event for Student Senate members and alumni during Homecoming Weekend. The Director shall coordinate with the Director for Community Service and Social Activity on this event.

(e) The Director of Alumni Relations shall serve no less than 2 hours per week in accordance with section 11.01(g).

#### **11.17 Executive Staff, Director of Sustainability Affairs**

(a) There shall be a director of Sustainability Affairs appointed by a majority of the executive officers. The Director of Sustainability Affairs shall carry out sustainability initiatives proposed by the executive officers; serve as liaison with officers, departments, committees and other organizations involved with environmental concerns and sustainability affairs pertaining to Ohio University and the Surrounding community; and inform students of relevant legislation pending or passed at the local, state and/or federal level.

(b) The Director of Sustainability Affairs shall serve primarily as a member of the University Life commission.

(c) The Director of Sustainability Affairs shall serve no less than four hours per week.

(d) The Director of Sustainability Affairs shall attend meetings in accordance with 11.02

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## Chapter 20

### Senators

#### 20.01 Definitions

#### 20.02 Senators, Generally

#### 20.03 Senators, Elected

#### 20.04 Senators, Appointed

#### 20.01 Definitions

(a) As used in this section, "Appointed" shall mean those Senators described in section 20.04.

(b) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding the word, unless otherwise stated.

(c) As used in this Chapter, "meeting" shall mean the weekly meeting of Senate, excluding commission or committee meetings.

(d) As used in this chapter, –officel shall refer to any space Senate resources contribute to as the primary source of maintenance.

(e) As used in this Chapter, "Senate meeting" shall mean the weekly meeting of Senate, excluding commission or committee meetings.

#### 20.02 Senators, Generally

(a) Senators shall serve on at least one Commission. In the case the Constitution or Rules & Procedures assign a Senator to a Commission, then that shall be considered to satisfy this requirement. A Senator may serve on additional commissions, but at no point shall the Senator abridge or

neglect his or her duties to the assigned commission.

(b) Senators are governed by the Constitution and Rules & Procedures and shall be considered as having read and understood all provisions therein contained.

(c) No Senator shall have more than one vote for any reason, including serving as both Senator and Acting Commissioner or as both Senator and Executive Officer.

(d) A Senator shall attend Senate meetings in accordance to section 40.10.

(e) Senators shall attend all meetings of Committees and Commissions of which the Senator is a member.

(f) Senators shall be required to contact assigned student organizations and attend meetings of the registered student organizations should they request the presence of a Senator at their meeting in accordance with section 10.04(e) and 10.04(f).

(g) Senators unable to fulfill duties due to a planned extended leave of absence shall designate a permanent proxy to perform all duties in accordance with sections 20.02, 20.03, and 20.04. This privilege is not to extend past one full academic year<sup>6</sup>.

(h) Senators exercising 20.02(c) are responsible for all actions of his/her proxy.

#### 20.03 Senators, Elected

(a) There shall be Senators who represent various constituencies based on residency and college. There shall be two Senators for

the East Green, two Senators for the West Green, two Senators for the South Green, five Senators for Off Campus Life, one Senator for the College of Arts and Sciences, one Senator for the College of Business, one Senator for the College of Communication, one Senator for the College of Education, one Senator for the College of Engineering, one Senator for the College of Fine Arts, one Senator for the Graduate College, one Senator for the College of Health and Human Services, one Senator for the Honors Tutorial College, one Senator for the College of Osteopathic Medicine, one Senator for University College, and five Senators At Large.

(b) A Senator that represents a constituency based on residence or college shall live in the area the Senator represents or shall be enrolled in the college the Senator represents. When this requirement is not fulfilled, the Senator shall lose his or her seat. For the purpose of this section, in the case that a student is enrolled in two or more colleges, the college that is listed as the primary college shall be the college the student is qualified to represent.

(c) Senators listed in section 20.03(a) shall serve a minimum of four office hours per week. A record of these hours shall be submitted in paper or electronic form for to the Chief of Staff or his or her designee no later than 5 pm on the Monday after the week the hours were served.

Scheduled office hours of each Senator shall be posted and made accessible to the public by the end of the second week of each semester, excluding Winter Intercession and Summer Sessions. To meet this requirement, Senators must have

at least one regularly scheduled office hour in the Senate office per week in accordance with this section.

(d) If there is a vacancy in any office listed in section 20.03(a) due to death, resignation, or removal from office, the order of succession shall be those students who ran for the position in order of votes received. The Vice President or his or her designee shall determine whether the student is qualified to hold the position under section 20.03 and whether the student accepts the appointment.

(e) In the case that there is no student in the order of succession who is qualified or accepts the appointment, the Vice President shall make available an application to students and advertise the availability of the application for a period of not less than three business days. The Executive Officers shall then nominate a student to fill the vacancy by resolution. Upon concurrence of a majority of Senators and Executive Officers, the student shall be confirmed as a Senator.

#### **20.04 Senators, Appointed**

(a) There shall be a Senator appointed by a majority of the Executive Officers who serves as Commissioner for each Commission. The Senators authorized by this section shall be Senator for Academic Affairs; Senator for Black Student Affairs; Senator for City and County Affairs; Senator for International Student Affairs; Senator for Lesbian, Gay, Bisexual, and Transgender Student Affairs; Senator for Minority Student Affairs; Senator for Off-Campus Life Affairs; Senator for Residence Life Affairs; Senator for State

and Federal Affairs; Senator for Student Activities; Senator for University Life Affairs; and Senator for Women's Affairs.

(b) There shall be a Senator appointed by a majority of the Executive Officers who serves as the Senator for Greek Life. The Senator shall be an active member of a Greek chapter that is recognized by the Office of Student Activities. The Senator for Greek Life shall serve as a member of the University Life Commission and shall represent the Greek community by working with individual fraternities and sororities, Inter-Fraternity Council, Women's Pan-Hellenic Association, National Pan-Hellenic Council, and other organizations as necessary.

(c) Senators listed in sections 20.04(a) and 20.04(b) shall serve a minimum of five office hours per week. A record of these hours shall be submitted in paper or electronic form to the Chief of Staff or his or her designee no later than 5 pm the Monday after the week the hours were served. **Scheduled office hours of each Senator shall be posted and made accessible to the public by the end of the second week of each semester, excluding Winter Intercession and Summer Sessions. To meet this requirement, Senators must have at least two regularly scheduled office hours in the Senate office per week in accordance with this section.**

(d) All Senators under this section shall serve at the pleasure of the Executive Officers. A majority of Executive Officers may remove a Senator listed in section 20.04(a) and 20.04(b). With the concurrence of two thirds of Senators and Executive Officers,

a resolution shall be agreed to that nullifies the decision of the Executive Officers to remove a Senator listed in section 20.04(a) and 20.04 (b).

(e) There shall be a Senator for the College of Osteopathic Medicine, who shall be a second year student and elected by the Osteopathic Medicine College Council to the position of Student Senate Liaison. The executives shall appoint the Liaison to the position of Senator for the College of Osteopathic Medicine. The Senator shall serve in the Senate office a minimum of two hours a week. The Senator shall serve at least two hours per week in the College of Osteopathic Medicine Learning Resource Center. In the case that this position becomes vacant the executives shall work in conjunction with the Osteopathic Medicine College Council in order to fill the position.

(f) In the case that a position authorized by 20.04 (a) becomes vacant, the Vice Commissioner shall become Acting Commissioner but not Senator for that commission unless appointed by the Executive Officers. The Executive Officers may make available applications for a vacancy in a position authorized by section 20.04(a).

(g) In the case that the Senator for Greek Life resigns or is removed from office, the Executive Officers shall follow the appointment process established by section 20.04(b).

(h) The Senator for Student Activities shall be a student who has served at least the previous academic year in a position described in section 26.06. In the case that no student qualifies

under this section, the Executive Officers, in consultation with the Advisor of Senate shall appoint a student who does not meet this requirement.

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<sup>6</sup> Examples of an extended leave of absence, including but not limited to: internships, study abroad and medical. The Senator is responsible for the actions of his or her proxy.



## Chapter 23

### Delegate(s) of the Senate

#### 23.01 Definitions

#### 23.02 Delegate, Generally

#### 23.03 Students Defending Students Delegate

#### 23.01 Definitions

(a) As used in Chapter 23, –Delegatel shall mean a non-voting member of Student Senate with the abilities to write and sponsor resolutions as long as at least two voting members co-sponsor. Delegates are granted the privileges of a senator, with the exception of voting rights.

(b) As used in this chapter, –office1 shall refer to any space Senate resources contribute to as the primary source of maintenance, or any space so designated by the Executive Officers.

#### 23.02 Delegate, Generally

(a) Delegates shall serve on at least one Commission. In the case the Constitution or Rules and Procedures assigns a Delegate to a Commission, that assignment shall be considered to satisfy this requirement. A Delegate may serve on additional commissions, but at no point shall the Delegate abridge or neglect his or her duties to the assigned commission.

(b) Delegates are governed by the Constitution and Rules and Procedures and shall be considered as having read and understood all provisions therein contained.

(c) Students shall be appointed as Delegate(s) by a majority of the Executive Officers.

(d) Delegates shall serve in the Senate office a minimum of four hours each week classes are scheduled, excluding summer session, and winter intersession. The office hours of each Delegate shall be posted and made accessible to the public by the end of the second week of each semester, excluding summer sessions.

(e) A Delegate shall attend Senate meetings in accordance with section 40.10; Delegates shall attend all meetings of Committees and Commissions of which the Delegate is a member.

(f) In order to create or remove the position of a Delegate, a resolution for that purpose shall be presented to the Rules and Procedures Committee. If the committee approves of the suggestion for a Delegate, the committee shall present a report containing the resolution to the general body. A 2/3 majority of voting Senators and Executive Officers is needed to officially establish the Delegate's position. If the Rules and Procedures committee and/or the general voting body disapproves of the suggestion, one full academic term must pass before another resolution may be offered in regards to the same suggestion for a Delegate.

(g) Delegates under this section shall serve at the pleasure of the Executive Officers. A majority of Executive Officers may remove a Delegate. With the concurrence of two thirds of Senators and Executive Officers, a resolution shall be agreed to that nullifies the decision of the

Executive Officers to remove a Delegates listed.

#### 23.03 Students Defending Students Delegate

(a) There shall be a Delegate appointed by a majority of the Executive Officers who serve as Delegate for Students Defending Students as outlined in section 10.18.

(b) The Students Defending Students Delegate shall only sponsor resolutions that pertain to SDS business.

#### 23.04 Students Defending Students Director

(a) The Executive Officers shall appoint a Director of Students Defending Students. The Director should be a student who has served as an Advocate, except in the case that no suitable candidate exists. The Director of Students Defending Students will be known as the –Students Defending Students Delegate,11 consistent with chapter 23.

(b) The Director of Students Defending Students shall serve on the Board of Directors of the Center for Student Legal Services, work under the University Life Commission, and is subject to chapter 23.

(c) The Executive Officers shall appoint an Assistant Director of Student Defending Students who shall serve no less than five hours per week in accordance with section 10.08 (g).

## Chapter 25

### Commissions of Senate

#### 25.01 Definitions

#### 25.02 Commissions, Generally

#### 25.03 Commissions, Establishment and Elimination

#### 25.04 Duties of the Commissioner

#### 25.05 Duties of the Vice Commissioner

#### 25.06 Academic Affairs Commission

#### 25.07 Black Student Affairs Commission

#### 25.08 City & County Affairs Commission

#### 25.09 International Student Affairs Commission

#### 25.10 Lesbian, Gay, Bisexual, and Transgender Student Affairs Commission

#### 25.11 Minority Student Affairs Commission

#### 25.12 Off-Campus Housing Commission

#### 25.13 Residence Life Commission

#### 25.14 State & Federal Affairs Commission

#### 25.15 Student Activities Commission

#### 25.16 University Life Commission

#### 25.17 Women's Affairs Commission

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#### 25.01 Definitions

(a) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding the word, unless otherwise stated.

(b) As used in this Chapter, –seated Senators and Executive Officers shall mean those positions that are currently filled.

(c) As used in this chapter, –Commissioner shall refer to those Senators outlined in section 20.04(a).

#### 25.02 Commissions, Generally

(a) Commissions shall be divisions of Senate that focus on specific areas of concern or constituencies. Commissions may be formed only when an identifiable, addressable, and long-term need, concern, or condition is present that cannot be given proper consideration by a committee.<sup>7</sup>

(b) Commissions shall meet at scheduled times at least once every two weeks. The scheduled meeting times shall be established and posted for public viewing by the end of the second week of the semester.

#### 25.03 Commissions, Establishment and Elimination

(a) Commissions shall be created or eliminated with the concurrence of two thirds of seated Senators and Executive Officers, consistent with section 25.01 (b).

(b) Before adding a Commission, Senate shall create a committee. The stated purpose of the committee shall be to test whether a committee can fulfill the goal of the proposed commission and test the viability of the proposed commission. A committee created with the purpose of testing the viability of a proposed commission shall exist for a period no less than six months nor more than twelve months, excluding summer sessions and winter intersession.<sup>8</sup>

(c) No commission shall be created unless a Senator is established with the responsibility of serving as Commissioner for the proposed commission.

#### 25.04 Duties of the Commissioner

(a) The Commissioner shall be responsible for advising the Executive Officers of Senate regarding the issues and concerns under the Commission's jurisdiction. The Commissioner shall report all actions taken by the Commission to Senate and the Executive Officers. The Commissioner shall submit a report for inclusion in the record each week that there is a Senate meeting.

(b) The Commissioner shall serve as chair for commission meetings. In the absence of the Commissioner, the Vice Commissioner shall serve as chair.

(c) The Commissioner shall execute the directives of the Executive Officers or Senate resolutions.

(d) The Commissioner shall be responsible for all actions taken by the Commission.

(e) The Commissioner shall appoint a Vice Commissioner. The Vice Commissioner shall serve as Acting Commissioner in the case that the Commissioner is removed or resigns from office. The Acting Commissioner shall not become a Senator unless appointed to that position. The Acting Commissioner is responsible for all other duties of the Commissioner.

**25.05 Duties of the Vice Commissioner**

- (a) The Vice Commissioner shall be appointed and serve at the pleasure of the Commissioner.
- (b) The Vice Commissioner shall fulfill all duties of the Commissioner in their absence.
- (c) In the event that the Commissioner resigns or is removed from the position, the Vice Commissioner shall become the Acting Commissioner in accordance with section 25.04(e).
- (d) The Vice Commissioner shall not serve as a Senator or Commissioner, unless the majority of executive officers grant and exemption to this rule.
- (e) The Vice Commissioner shall serve no less than two office hours per week.
- (f) No person shall hold more than one vice commissioner position.

**25.06 Academic Affairs Commission**

- (a) The Commission shall serve as a representative of student opinion on academic matters to the faculty and administration; promote an educational environment that is conducive to the interests of students; address academic grievances; and review as well as recommend academic policies and procedures.
- (b) The Commission shall maintain relationships with the Admissions Office, Advising Council College Committees, Deans' Council, Deans' Offices, Curriculum Council, Office of

the Provost, and all other offices or organizations dealing with academic matters.

(c) The Commission shall send a representative to all Faculty Senate and Graduate Student Senate meetings. The Senator for the Graduate College (or his/her designee) shall be responsible for attending the meetings of Graduate Student Senate.

(d) The Commission shall be composed of the Senator for Academic Affairs, Senator for the College of Arts and Sciences, Senator for the College of Business, Senator for the College of Communication, Senator for the College of Education, Senator for the College of Engineering, Senator for the College of Fine Arts, Senator for the Graduate College, Senator for the College of Health and Human Services, Senator for the Honors Tutorial College, Senator for the College of Osteopathic Medicine, and Senator for University College. Other Senators and interested students may serve as a member of the Commission at the pleasure of the Commissioner.

**25.07 Black Student Affairs Commission**

The Commission shall assist African American students who have grievances with the university; serve as a liaison with offices, departments, committees and organizations involved with the concerns of African American students; gather and publicize information of importance to African American students and African American organizations; work in collaboration with the City and County and State and Federal Affairs Commissions to inform students of relevant legislation

pending or passed on the local, state and federal levels; and promote cultural awareness and increase multicultural programs available to the student population.

**25.08 City & County Affairs Commission**

(a) The Commission shall serve a liaison between Senate and the City of Athens and Athens County, including all agencies and subdivisions thereof.

(b) The Commissioner, or designee, shall attend all Athens City Council meetings, as well as all public forums and town hall meetings, maintain relationships with city and county elected officials, convey the opinion of Senate, and ensure that the rights of students are protected and interests advanced.

**25.08 The Governmental Affairs Commission**

(a) The commission shall serve as a liaison between the senate and the government of City of Athens, and Athens County including all agencies and subdivisions thereof. The Commission shall report on all relevant legalization to the Senate.

(b) The Commission shall serve as a liaison between the Senate and the governments of the senate of Ohio and the United States of America, including all agencies and subdivisions thereof. The commission shall report on all relevant legalization to the Senate.

(c) The Commissioner or his or her designee in collaboration with the Off Campus Life Commissioner as described in 25.12\*, shall attend all Athens City Council Meetings, as well as all public forums and town hall meetings, maintain relationships with Athens City and County

officials, convey the opinion of the Senate and Ensure that the rights of students are protected and interests advanced.

(d) The commission shall celebrate with other student organizations to organize and conduct a voter registration week in accordance with the Ohio Secretary of State's registration deadline. This program will remain a bipartisan event.

(e) The commission shall request a report by the board of elections office at the end of voter registration week on the new total number of registered voters in Athens County and report it to the senate body.

#### **25.09 International Student Affairs Commission**

(a) The Commission shall assist international students who have grievances with the university; serve as a liaison with offices, departments, committees and organizations involved with the concerns of international students; gather and publicize information of importance to international students and international organizations; work in collaboration with the City and County and State and Federal Affairs Commissions to inform international students of relevant legislation pending or passed on the local, state and federal levels; and promote cultural awareness and increase multicultural programs available to the student population.

(b) The International Student Affairs Commissioner shall serve on the executive board of

the International Student Union as a nonvoting member and shall be required to attend all executive and general body meetings of said organization.

### **25.10 Lesbian, Gay, Bisexual, and Transgender Student Affairs Commission**

The Commission shall create an awareness of LGBT issues on campus; gather and publicize information of importance to the students who fall under the commission's jurisdiction; sponsor Pride Week; work in collaboration with the City and County and State and Federal Affairs Commission to inform students of relevant legislation pending or passed at the local, state, and federal levels; and assist LGBT, bisexual and transgender students who have grievances against the university.

### **25.11 Minority Student Affairs Commission**

The Commission shall represent students traditionally underserved by the university community, including, but not limited to, students of various ethnicity's and nationalities, non-traditional students, students with learning disabilities, and students with physical disabilities. The Commission shall assist minority students who have grievance with the university; serve as a liaison with offices, departments, committees and organizations involved with the concerns of minority students; gather and publicize information of importance to minority students and minority student organizations; inform students of relevant legislation ending or passed on the local, state and federal levels; and promote cultural awareness and increase

Multicultural programs available to the student population.

### **25.12 Off Campus Life Commission**

(a) The purpose of the Off-Campus Life Commission shall include, but is not limited to, helping students with landlord-tenant problems, working with the Center for Student Legal Services, and other issues that affect primarily students who live off campus.

(b) The Commission shall be composed of the Senator for Off Campus Life Affairs, the Senators for Off Campus Life. Other Senators and interested students may serve as a member of the Commission at the pleasure of the Commissioner.

(c) The **Executive** Commissioner shall serve on the Board of Directors of the Center for Student Legal Services.

(d) The **Executive** Commissioner shall coordinate and implement Athens Beautification Day to be held during spring semester of the academic calendar.

(e) The **Executive** Commissioner, or designee in **collaboration with the Commissioner for Governmental Affairs**, shall attend all meetings of Athens City Council and public forums and town hall meetings to ensure that the rights of off-campus residents students are protected and interests advanced.

### **25.13 Residence Life Commission**

(a) The Commission shall address the concerns and needs of students living in the residence halls, monitor policies

and decisions that affect students living in residence

halls, advocate policies that will improve the quality of life on each of the residential greens, and maintain relationships with student organizations and university offices that affect the life of students living in the residence halls.

(b) The Commission shall be composed of the Senator for Residence Life, Senators for the East Green, Senators for the West Green, and Senators for the South Green. Other Senators and interested students may serve as a member of the Commission at the pleasure of the Commissioner.

(c) The Residence Life Commissioner shall serve on the Dining Services Development Committee.

#### **25.14 State & Federal Affairs Commission**

(a) State and Federal Affairs Commission shall coordinate and collaborate with student and community organizations, voter registration and voter mobilization campaigns, work with various State and federal officials on legislation of interest to students, inform students of relevant legislation pending or passed on the state and federal levels, and work with organizations that are relevant to the goals and purpose of the commission.

~~(b) State and Federal Affairs Commission shall organize and conduct the Voter Registration Week in accordance with the Ohio Secretary of State's registration deadline. If the Voter Registration deadline falls in the middle of the week, Voter Registration Week shall be for one full week (Monday-Friday), the week preceding the deadline previously stated. This~~

program shall remain a non-partisan effort. The commission shall request a report by the Board of Elections Office at the end of Voter Registration Week on the new total number of registered voters in Athens County. The report shall be delivered as a one minute and should be recorded into the minutes at a Student Senate General Body meeting by the end of Fall semester.

**25.15 Student Activities Commission**

The powers, duties, structure, and obligations of the Student Activities Commission shall be enumerated in Chapter 26 of the Rules & Procedures.

**25.16 University Life Commission**

(a) The Commission shall address issues that do not fall under the jurisdiction of other commissions, including, but not limited to, health services, Inter Collegiate Athletic issues, environmental concerns, alcohol-related issues, Greek community issues, technology issues, and other issues affecting the general university community. The Commission shall work with various university offices and community agencies and governments as necessary.

(b) The Commission shall be comprised of the Senator for University Life, the Senator for Greek Life and the Senators At Large. Other Senators and interested students may serve as a member of the Commission at the pleasure of the Commissioner.

**25.17 Women's Affairs Commission**

(a) The Commission shall educate both men and women in the community on all the issues which the commission considers to be relevant; provide information on violence against women; sponsor Take Back the Night; work in collaboration with Academic Affairs to address all curriculum related issues pertaining to women; assist individual women with specific university and community issues and concerns; work in collaboration with the State and Federal Affairs Commission to inform students of relevant legislation pending or passed on the state and federal levels; and serve as a liaison with offices, departments, committees and organizations necessary in order to further the goals and purpose of the Commission.

(b) The Women's Affairs Commissioner shall serve on the Provost's Commission on Women and be required to attend all meetings of said organization. If under necessary circumstances the Women's Affairs Commissioner cannot serve on the Provost's Commission on Women, then the commission may appoint another senator to serve as a representative of student opinion on matters pertaining to women's issues.

<sup>7</sup> Committees are formed to address a single issue or problem; committees can be formed into standing committees. During the past ten years, two completely new commissions have been created: what is now known as the Lesbian, Gay, Bisexual, Transgender Student Affairs Commission and the Environmental Awareness Commission. LGBT SAC was

created after it was clear that lesbian, et al, issues will be on Senate's policy agenda for years. In this case, a committee would be insufficient because of the permanence of the issue—most issues regarding sexual orientation are fundamentally conditions that cannot be solved, but rather must be changed over time. In contrast, EACC was created in response to concerns regarding the university's development on the Ridges and the perceived absence of strong commitment from the administration to campus recycling—these are problems, not conditions. In June of 1998, EAC was eliminated due to the fact that no longer does it serve a long term, pressing need that cannot be addressed by either a committee or the University Life Commission. Perhaps a careful analysis of whether a need is predicated on a set of problems or conditions is a good measure of whether a commission or committee is preferable. In short, problems are definable and recognizable. Problems can be solved within a year or two. Solving a problem, however, is unlikely to change a condition. An example: homophobia is a condition in our society; the absence of domestic partner benefits for faculty is a problem. A committee could address domestic partner benefits, perhaps over the course of two years. A commission is required, however, to contribute to changing the condition call homophobia. (4 June 1998)  
<sup>8</sup> The Special Committee on Rules and Procedures purposefully did not define the type of committee required by section 25.03. Generally, it is in the best interest of Senate for Senate to agree to the creation of a Standing Committee for the purpose of exploring the viability of a commission. This

allows healthy debate on the need as well as determining whether a sufficient number of Senators and Executive Officers are even interested in creating a commission. However, it is possible that the Executive Officers are strongly committed to creating a new commission, but fail to adequately communicate their great idea to Senate. In this case, the Executive Officers would create a Special Committee with the hope that after three quarters, Senate will share the Executives' vision and create a Standing Committee. The problem is that a Special Committee expires at the end of the Executives' term, so a Special Committee generally cannot exist long enough to satisfy the requirement of 25.03(b). (4 June 1998)

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## Chapter 26

### Student Activities Commission (SAC)

#### 26.01 Definitions

#### 26.02 SAC, Purpose

#### 26.03 General Assembly, Membership

#### 26.04 General Assembly, Procedure

#### 26.05 General Assembly, Attendance

#### 26.06 Commissioner, Responsibilities

#### 26.07 Treasurer, Responsibilities

#### 26.08 FAC Chair, Responsibilities

#### 26.09 COC Chair, Responsibilities

#### 26.10 Vice Commissioner, Responsibilities

#### 26.11 Auditor, Responsibilities

#### 26.12 Parliamentarian, Responsibilities

#### 26.13 Committees

#### 26.14 Financial Affairs Committee (FAC)

#### 26.15 Campus Organizations Committee (COC)

#### 26.16 Audits and Compliance Committee

#### 26.17 Funding, Priority System

#### 26.18 Funding, Exclusions

#### 26.19 Funding, Additional Details

#### 26.20 Funding, Quarterly

#### 26.21 Funding, Annual

#### 26.22 Appeal of Funding Decisions

#### 26.23 Change of Program

#### 26.24 Carryover Requests

#### 26.25 Profits

#### 26.26 Emergency Funding

#### 26.27 Sac Pac

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#### 26.01 Definitions

(a) As used in this chapter,  
–SAC|| shall mean Senate  
Appropriations Commission

(b) As used in this chapter,  
–FAC|| shall mean Financial  
Affairs Committee.

(c) As used in this chapter,  
–COC|| shall mean Campus  
Organizations Committee.

(d) As used in this chapter,  
"Senator" shall mean the  
Senator for Senate  
Appropriations.

(e) As used in this chapter,  
"Commissioner" shall mean the  
Senator for Senate  
Appropriations.

(f) As used in this chapter,  
"meeting(s)" shall refer to the  
General Assembly or a meeting  
of a SAC committee.

(g) As used in this section,  
"Executives" shall mean the  
Commissioner of SAC, Vice  
Commissioner, Treasurer of the  
Student Senate and SAC, FAC  
Chair, COC Chair, and the  
Auditor of SAC unless  
otherwise indicated.

(h) As used in this section,  
–Year|| shall mean an academic  
year consisting of Fall, and  
Spring Semesters

(i) As used in this chapter,  
–business day(s)|| shall refer to  
Monday-Friday during the  
academic year, 8:00am-5:00pm,  
excluding university holidays  
and days when the campus is  
closed or the SAC office is  
inaccessible.

#### 26.02 SAC, Purpose

(a) SAC shall be the subdivision  
of Senate responsible for  
accepting funding requests,  
evaluating funding requests, and  
allocating funds for programs  
and events from the Student  
General Fund to registered  
student organizations at Ohio  
University; SAC shall follow the

rules contained in this chapter and  
the SAC PAC for determining the  
rules and procedures of this  
commission.

(b) SAC shall assist in  
monitoring, regulating, and  
responding to other  
programming units at Ohio  
University.

(c) SAC shall initiate and  
recommend new policies, as  
well as, review existing policies  
concerning student  
organizations and programming  
at Ohio University.

(d) SAC shall protect and  
provide for underserved  
communities within the Ohio  
University community while  
administering the student  
organization funding process  
and recommending policy.

(e) SAC shall be subject to the  
Constitution and Rules &  
Procedures of Senate at all  
times.

#### 26.03 General Assembly, Membership

(a) The General Assembly of the  
SAC shall broadly represent the  
university community and  
student organizations.

(b) There shall be five  
Representatives elected by the  
students, each enjoying one  
vote. These At-Large members  
shall represent all students and  
shall be elected during the  
spring Senate elections. Should  
a Representative At-Large seat  
become vacant, the seat shall be  
available to the candidate with  
the next highest number of votes  
in the Senate election for  
Representative At-Large. If  
there are no candidates who  
meet this requirement, the  
Executives of the SAC shall  
appoint a replacement.

(c) There shall be four representatives of Semester funded student organizations, each enjoying one vote. The organization must have received SAC funding at least once during the previous year and have been registered with the Office of Student Activities for three consecutive quarters or two consecutive semesters. The Commissioner shall solicit organizations and shall appoint the four positions at the beginning of Fall Semester. In the event that a semester-funded organization represented on the Generally Assembly ceases to exist, does not register as a student organization, or is placed on probation, suspension, or is expelled by Community Standards and Student Responsibility, the seat shall be filled by another organization. However, should only the representative of the organization be exhumed from this position, that organization shall front another representative for the remainder of the academic year, unless that organization should choose to relinquish their seat.

(d) There shall be a representative for each of the following organizations: Interfraternity Council, Women's Panhellenic Association, National Pan-Hellenic Council, Multicultural Greek Council, the Residents' Action Council, University Program Council, Black Student Cultural Programming Board, and International Student Union. Each representative of an organization listed in this section shall enjoy one vote.

(f) The Treasurer, FAC Chair, COC Chair, Vice Commissioner, and the Auditor each shall enjoy one vote.

(g) Any member can be  
Rules and Procedures

reprimanded if a neglect of duty or violation of the Rules and Procedures of Senate occurs. Should it come to the attention of any member of the General Assembly that another member of the General Assembly is either in violation of the Rules & Procedures or is neglectful in his or her duties, the member should submit a written statement describing the neglect or violation to the General Assembly for debate and action. If a member of the General Assembly believes that the Commissioner is in violation of the Rules & Procedures or is neglectful of his or her duties, the member must submit a written statement describing the neglect or violation to the Student Senate Executives.

(h) The Advisor of the SAC shall be the Advisor of Senate or his or her designee.

(i) Members shall attend all General Assembly meetings and serve on at least one committee of SAC. All members shall have a thorough understanding of the Rules & Procedures of Senate that relate to student organization funding and shall participate fully in SAC funding decisions.

#### **26.04 General Assembly, Procedure**

(a) The Chair of a meeting of the General Assembly should remain impartial during all General Assembly meetings and shall not vote except in the case of a tie.

(b) Minutes of General Assembly meetings shall be taken and approved by the General Assembly. The minutes shall be available for public inspection at all times.

(c) The General Assembly shall convene bi-weekly during Fall, Spring semesters. The General Assembly may convene within twenty-four hours upon presentation to the Senator for Student Activities or President of Senate or a written request signed by one quarter of voting members.

(d) Quorum shall be one third of occupied voting seats of the General Assembly.

#### **26.05 General Assembly, Attendance**

(a) If a member of the General Assembly is unable to attend a meeting, a proxy must be sent to represent that voting member.

(b) In the case that a member of the General Assembly misses more than two General Assembly meetings per Semester without sending a proxy, the member and any organization he or she represents shall be removed from the General Assembly and lose all membership for the current Semester and the following semester. The member and any organization he or she represents shall be reinstated following termination of the above penalty. Should a second violation occur within one semester of reinstatement, that member and any organization he or she represents shall be removed from the General Assembly and lose its membership during the academic year of the violation and the following academic year.

(c) In the case that an Executive Officer, excluding the Senator for Student Activities, is absent for more than two General Assembly meetings per semester without sending a

proxy, the  
executive shall be removed from  
the SAC

**26.06 Commissioner, Responsibilities**

(a) The Commissioner or his or her designee shall chair the General Assembly and is responsible for the efficient administration of the commission. The Commissioner shall call General Assembly meetings and executive meetings. The Commissioner shall have previously served two full quarters or semesters as a voting member of the General Assembly. If there is no applicant for Commissioner who has served

on SAC for two full quarters as a voting member than this rule shall be void.

(b) The Commissioner shall appoint the FAC Chair, COC Chair, Vice-Commissioner, and Parliamentarian. In conjunction with the Senate Executive Officers, the Commissioner shall also appoint the Auditor.

(c) The Vice Commissioner shall serve as Acting Commissioner in the case that the Commissioner is removed or resigns from office. If there is no Vice Commissioner the FAC chair shall serve as the Acting Commissioner. The Acting Commissioner shall not become a Senator unless appointed to that position. The Acting Commissioner is responsible for all other duties of the Commissioner until the executives of Senate appoint a new commissioner.

**26.07 Treasurer, Responsibilities**

(a) The Treasurer shall maintain the financial records of SAC, report to the General Assembly the current balance and other relevant financial information, make transfers, issue

disbursements, make deposits, maintain the annual SAC budget.

(b) The Treasurer, in conjunction with the Commissioner, shall select a Budget Assistant to help oversee the financial operations of SAC. The Budget Assistant may be a General Assembly member. The Budget Assistant will not enjoy a vote by virtue of this position.

(c) The Treasurer has the authority to perform audits of SAC funded student organizations. The Treasurer and his or her designee shall assist the Auditor in performing these semester audits.

(d) The Treasurer is responsible for authoring internal memorandums to authorize the transfer of funds to student organizations, in conjunction with the Financial Affairs Committee Chair, and audited funds from student organizations, in conjunction with the Auditor. The Commissioner must sign off on all memorandums with the Treasurer before submission.

**26.08 Financial Affairs Committee Chair, Responsibilities**

The FAC Chairperson shall chair the Financial Affairs Committee and ensure its proper administration as well as serves on the executive council. The FAC Chairperson shall chair all interviews during semester funding processes.

**26.09 Campus Organizations Committee Chair, Responsibilities**

The COC Chairperson shall Chair the Campus Organization Committee and ensure its proper administration as well as

serve on the executive council. The COC Chairperson shall chair all workshops pertaining to Mass and rolling Funding.

**26.10 Vice Commissioner, Responsibilities**

At the discretion of the Commissioner, he or she may appoint a Vice Commissioner who will serve on the executive council. The Vice Commissioner’s responsibilities may include but are not limited to: roll call and taking minutes at all Executive Council meetings and General Assembly meetings.

**26.11 Auditor, Responsibilities**

The Auditor shall chair the Audits and Compliance Committee and ensure its proper administration. The Auditor or his or her designee shall conduct audits of student organizations that have received SAC funding and serve on the executive council.

**26.12 Committees**

SAC shall have four committees: Financial Affairs Committee (FAC), Campus Organizations Committee (COC), Committee on Audits and Compliance, and Executive Committee. Tasks may be assigned to the committees by either the SAC General Assembly, the SAC Commissioner, or the committee chairs.

**26.13 Financial Affairs Committee (FAC)**

(a) The membership of FAC shall consist of the FAC Chair,

the General Assembly representatives from the International Student Union, University Program Council, Black Student Cultural Programming Board and all other annually funded organizations; five Representatives At-Large, and two of the semester-funded student organization representatives.

(b) FAC shall review all change of program, carry over, emergency funding, and profit retainment requests, collect semester funding request applications from registered student organizations, interview representatives from applying organizations, and present its recommendation to the General Assembly for adoption.

(c) FAC shall maintain accurate and complete records, including minutes of all meetings.

(d) All information discussed within closed FAC meetings shall remain private with in SAC until Budget Meeting for semester funding allocations. Violations and disclosure of information includes, but is not limited to:  
(a) Sharing of grades and evaluations to student organizations, (b) any attempt to change the consensus for grade assigned by the FAC. Violations will result in probationary period or the immediate removal of the SAC member and corresponding student organization in violation as stated in Chapter 26.13 (e).

(e) Probation will require the violating sitting student organization to continue to attend all SAC meetings in the following semester. The violating sitting student organization will neither have

a vote on the SAC general body for the following semester. Nor can the violating sitting student organization attend the following semester's Budget Allocation Meeting. Depending in the seriousness of the violation(s), further probationary, sanctions shall be determined by the current SAC executives and general body.

(f) Representatives At Large shall serve two office hours per week.

(g) The FAC Chairperson shall serve a minimum of four office hours per week.

**26.14 Campus Organizations Committee (COC)**

(a) The membership of COC shall consist of the COC Chair, two of the semester funded organization representatives, and the General Assembly representatives from the Women's Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, the Multicultural Greek Council and the Residents' Action Council.

(b) COC shall conduct semester advising sessions, distribute the Sac Pac, publicize SAC funding processes, distribute program evaluations quarterly, and assist student organizations with any questions concerning SAC.

(c) COC shall maintain accurate and complete records, including minutes of all meetings.

(d) The COC chairperson shall serve a minimum of four office

hours per week.

**26.16 Audits and Compliance Committee**

(a) The membership of the Audits and Compliance Committee shall be the Auditor and the Treasurer.

(b) The Audits and Compliance Committee shall conduct audits of both semester funded organizations and annually funded organizations. If SAC money was not used or misused this committee will audit the money back to SAC.

(c) The Audits and Compliance Committee shall maintain accurate and complete records of all audits conducted, any money returned to SAC, and explanations why money was returned.

(d) Student organizations cannot transfer allocated SAC funds to any other student organization's accounts unless the student organization is annually fund organization. Failure to abide by the previous statement will result in auditing back of transferred funds.

(e) The Auditor shall serve a minimum of four office hours a week.

(f) The treasurer shall Serve his or her office hours in accordance of the executive's chapter of the Student Senate Rules and Procedures.

**26.16 Executive Committee**

(a)The members of the Executive Committee are the Commissioner, Vice-Commissioner, FAC Chair, COC Chair, Treasurer, Auditor and the five (5) SAC At-Large Senators. The chair of the committee shall be the commissioner

(b)Each member of the Executive

Committee shall enjoy one vote on the committee. The chair shall vote only in case of a tie.

(c) The Executive committee shall receive a recommendation from the executive council on the funding allocation of the annually funded organization.

### **26.17 Funding, Evaluation System**

(a) SAC shall use an evaluation system for the purpose of allocating funds to registered student organizations to most efficiently and fairly allocate funds to student organizations whose program benefit the university community. Programs receiving higher are given preference in comparison to other programs. It is ultimately the decision of the General Assembly to make funding decisions and thus certain deviations from the funding guidelines may occur. Scores will be calculated on a composite score ranging from 0-100 on the basis of:

(b) Attention to detail, including neatness and completeness of SAC PAC, attachments of necessary communication and confirmation, and supporting documentation for itemized budgets.

(c) The qualitative and quantitative value to the students of Ohio University.

(d) Explanation of event planning and program quality of program representation in interview.

(e) Collaboration among student organizations and representation of Community, Civility, Commitment, Character, and Citizenship.

(f) FAC will pre-screen SAC PAC's beginning at 5:01pm on Friday of week five for material error that will result in non-

fundable program. This includes, but is not limited to, closed programs, programs planned for periods other than the current funding period, programs that are planned and implemented by an organization that only benefits that members of that organizations and programs that are solely social. Organizations will be notified of the results of pre-screening and will be given directions to schedule an interview with FAC with in week 5.

### **26.18 Funding, Exclusions**

SAC funds will not be allocated for the specified items or uses:

- (a) Transportation will not be funded for student organization members. It may be funded as part of an obligation for a performance or professional service required for presentation of a program. Community service programs may be funded if transportation is a vital or integral component of the programs. However, it will be up to FAC to recommend funding amounts.
- (b) Travel, registration, meals, and other expenses of conference participation will not be funded.
- (c) Salaries will not be funded for students or organizational members.
- (d) Programs or activities for which academic credit is awarded are not eligible for SAC funding.
- (e) Awards or trophies in the form of plaques, trophies, mementos, paperweights, and the like will not be funded.
- (f) Equipment purchases may be funded only if it can be shown by the student organization that:
  - 1) the needed equipment is integral or critical to the purpose and programs of the organization; 2) the equipment is otherwise unavailable; 3) the equipment can be permanently stored on university property in a secure manner with university department permission and not in a residence hall; 4) and the organization has the ability to maintain the equipment.
- (g) Student Organizations requesting funds for equipment may request up to a capped amount at the discretion of the FAC if and only if the student

organizations can match the amount being requested. The matched amount must be attained by the student organizations to requesting of matching funds.

(h) Religious ceremonies 2 are not fundable.

(i) Political campaigns and lobbying are not fundable.

(j) Fundraisers or programs whose sole purpose is to raise funds for their organization and or a non-profit not recognized by the Executive Committee are not fundable.

(k) Activities or programs for the sole purpose of recruitment or gaining membership are not fundable.

(l) Food and beverages may be funded if it is a critical or integral part of cultural or educational programming or as part of an obligations for performance or professional services required for the presentation of the program. Student organizations earning a grade of A or A- for a program in their FAC interview qualify for assistance for funding of food by a capped amount at the digression of the FAC.

#### **26.19 Funding, Additional Details**

(a) An organization may not receive funds from both SAC and an annually funded group for the same items for a given program.

(b) Programs must be implemented within university policies and must adhere to local, state, and federal laws.

(c) Programs must be consistent with the purpose of the organization as defined in its

constitution.

(d) Wages and honorariums may be funded as part of an obligation for performance or professional service required for presentation of a program.

#### **26.20 Funding Semester System**

(a) SAC operates under a Semester Funding System. This system is comprised of two funding cycles: Fall, and Spring Semester. Funding applications submitted in a given semester are for program funding to be used in the following semester. Within each funding cycle, student organizations must attend an advising session, submit a funding application, attend an audit and interview session, and receive a funding decision. Organizations will also have the opportunity to appeal funding decisions.

(b) SAC will audit any organization receiving SAC funds. Random audits are conducted on a regular basis to insure funds are spent properly. In addition, organizations may be audited upon evidence of inappropriate, or lack of, expenditure. If your organization is audited, you must provide financial records such as receipts to indicate how all SAC allocated funds were spent. Failure to provide the requested records may result in loss of funding privileges or other sanctions.

(c) COC workshops will be held six time per semester. Workshops for mass and rolling funding will be health twice during week two and twice during week three. COC workshops strictly for Rolling Funding will be held twice during week six.

(d) Student Organizatinos must

attend at least one COC workshop per academic year on the condition of a memorandum of understanding. At the first attended workshop of the academic year, the student organization may sign a memorandum of understanding to signify the responsibility of the signee and his or her corresponding student organizations that is being represented at the time of signing. The memorandum of understanding signifies the responsibility of student organizations to submit SAC PACs and attend interviews per SAC rules and is valid for the duration of the current academic year. The memorandum of understanding must be signed by the student organizations' current President, Treasurer, and Advisor.

- (e) The semester system shall consist of two types of funding:
  - i. Mass funding
  - ii. Rolling Funding

(f) Mass Funding shall be funding process for funding for the following semester. Mass Funding eligibility shall consist of attendance of at least one COC workshop and an application submission of the SAC PAC in the current semester for funding for the following semester to the FAC.

(g) Rolling Funding shall be the funding process for funding with in the current semester. Rolling funding will consist of funds from carried over funds from the previous academic year as well as the audited back SAC funds. Eligibility for Rolling Funding is as follows:

- i. Student Organizations may only apply up the the capped amount allowed by the current SAC General Body, at the discretion of the

General Body

ii. Rolling Funding SAC PACs must be submitted no sooner than four weeks prior to the program occurring. Funding decisions will be distributed at the end of week four and ten.

iii. Student organizations cannot request more that 15% of the amount available for rolling funding for each event. The 15% amount will be posted on the first page of the Rollin Funding SAC PAC as well as on the door of the SAC office in Baker University Center, 305B

(h) Available amount of funds for rolling funding is dependent on audited back funds as well as 10% of the allocated funds per semester.

(i) In the event that student organizations do not receive a satisfactory amount of funds from Mass Funding at the discussion of the student organizations, that being all or partial funds, student organizations apply for one of following options; only one option may be slected:

- i. Rolling funding for current Semester.
- ii. Appeal for following semester funding

(j) FAC interviews for Mass Funding will occur during week six. Times and dates for week six interviews will be at the discretion of the FAC chairperson and presented in the Mass Funding SAC PAC.

(k) Representatives of collaborating student organization(s) contributing to funds must be in attendance for

a FAC interview for the respective collaborative event(s).

(l) If a student organization applies for Rolling Funding during a semester and fails to attain funding for an event in the first rolling funding process of a semester, the student organization may return for the second rolling funding process in the same semester.

(m) In the event student organizations fail to receive Rolling Funding in both Rolling Funding process during a given semester, the student organization cannot apply for rolling funding for the same even in the following semester in the same academic year.

(n) Audits for Mass Funding from the previous semester will occur during week six of the current semester. Audits for all Rolling Funding allocations from the current semester will occur during the current semester during week fourteen. Failure to attend an audit will result in a hold on the student organization's account until an audit containing price documentation for allocated funds have occurred.

**26.21 Funding, Annual**

(a) If an organization wishes to become an annually funded organization, it must meet all of the following criteria: a) a long-standing reputation of quality programming, b) the semester funding process is not a substantial amount of time to organize programs, c) has a university staff employee that one of his or her job duties is to advise the organization, and d) programming is an integral part of the organization's purpose.

(b) If an organization receives annual funding, it shall waive any rights to receive additional funds for that same academic year, excepting funds from the



Collaboration Fund.

(c) Annually funded organizations will apply for

funding during the Spring semester prior to the year for which funds are being requested. Funding allocations will be recommended by FAC and voted on by the Executive Committee.<sup>1</sup>

(d) Annually funded organizations will be taxed at the rate of 60 percent on any unused funds at the end of the fiscal year. Annually funded organizations may request to carryover funds from the current year allocated directly to the following year. Organizations must submit a carryover request to SAC by the fourteenth week of Spring Semester.

(e) Annual audits will be done every Semester to ensure funds are spent properly. Audits of annually funded organizations must be completed by Friday at 5pm during Week 1 of every semester for the funding spent the previous semester, with the exception of funding used during Spring semester, in which audits will be completed during Week fourteen of Spring semester. In addition, organizations may be audited upon evidence of inappropriate or lack of expenditure. When an organization is audited, financial records need to be provided. Failure to provide the requested records may result in loss of funding or other sanctions.

(f) Annually funded organizations may reserve up to 12 percent of funding for internal use. The internal budget may include, but is not limited to, internal printing costs, software memberships, telephone usage and food. The internal budget may not be used for gifts or incentives for any organization member.

(g) Annually funded organizations may choose to set up an additional account within the Bursars Office that will be used to hold the profits from any event. The money in the savings account can be used for purposes other than programming; however it may not be used for social events that benefit only the members of the annually funded organizations. If there is suspicion that the savings account is being used inappropriately, the auditor reserves the right to audit the account.

#### **26.22 Appeal of Funding Decisions**

(a) Every organization that attended an interview has the right to appeal funding decisions made by SAC.

(b) Appeals will not be heard from organizations that were denied funding for any of the following reasons: 1) failure to be registered at the time of the application; 2) failure to attend an interview or apply for funding by the posted deadline; 3) ineligible for funding due to previous sanctions set forth by SAC; 4) failure to be organized properly; 5) lack of awareness of the SAC funding process; or 6) applied for emergency funding.

(c) Organizations wishing to appeal decisions must submit a written request explaining the reasons for the appeal by noon on the first Thursday following notification of SAC funding decisions. One member of the appealing organization must represent his or her organization at the General Assembly meeting designated for appeals hearing. He or she must be prepared to present reasons why the program should receive an increase in funding. An

organization can only receive an increase in items that were included in the original proposal.

(d) The Commission's decision after the appeals hearing shall be final.

#### **26.23 Change of Program**

If an organization is not able to implement a program because of extenuating circumstances for which it has received SAC funding but is able to implement an alternate program during the same quarter, it may apply to transfer the original funds transferred to an alternate program. The non-extenuating circumstances are outlined in section 26.25. The organization must submit a change of program request form and a letter addressed to the FAC Chair 14 business days prior to the program. An organization may not apply for more money than it originally received, and funds must be spent under SAC disbursement rules.

#### **26.25 Carryover Requests**

An organization may request to carryover funds from the semester originally allocated directly to the following semester if extenuating circumstances do not allow them to put on the program. The non-extenuating circumstances are outlined in section 26.25. Funds that are carried over must be used for the exact program for which they were originally requested, and must be spent under the SAC disbursement rules. The organization must submit a carryover request form and a letter addressed to the FAC Chair 14 business days prior to the program.

#### **26.26 Profits**

If an organization finds it has made a profit from a SAC funded event, profits must be returned to SAC. However, organizations may request to retain profit funds for future organizational use. To properly retain funds, organizations must submit a letter to the FAC Chair with proof that all bills associated with the moneymaking event have been paid.

**26.27 Emergency Funding**

(a) Groups may apply for emergency funding if certain extenuating circumstances do not allow them to follow the normal semester funding process. Non-extenuating circumstances include: failure to be organized properly, failure to attend interview or to submit forms by deadlines, change of officers, or lack of awareness of SAC funding process.

(b) All emergency funding decisions will follow the same funding criteria used for regular quarter allocations.

(c) Emergency funding requests must fund programs to be held during the quarter in which they are requested. No organization may receive more than one emergency allocation per quarter from SAC.

(d) Organizations must fill out the emergency funding request form 14 business days prior to the program. FAC will review the request, conduct an interview and bring the recommendations in a resolution to the General Assembly.

Decisions rendered on emergency requests are final and are not subject to appeal.

**26.28 Sac Pac**

(a) The Sac Pac is an informational bulletin to educate and advise annually and quarterly funded student organizations on the funding rules and processes of SAC described in this 26<sup>th</sup> chapter of the Rules and Procedures.

(b) The Sac Pac should specify the following: advising dates and times, application deadlines, interview times, audit times, funding decision notification date, and appeal date. The Sac Pac should also specify SAC contact information and the funding decision notification method.

(c) The Sac Pac should accurately represent the operating procedure, funding processes, and rules of SAC, by including the funding, appeal, emergency funding, carry-over request processes and any necessary forms.

(d) The Sac Pac and deadlines must be made readily available to all students and student organizations within a reasonable time period.

(e) The COC Chair, with the support of COC and the Executive Council, is responsible for reviewing, printing, distributing, and publicizing the Sac Pac each Semester.

(f) Any changes made to the Sac Pac must be approved and voted upon by the SAC general body as well as by the Student Senate general body.

religious affiliation and are exclusive to its membership.

<sup>1</sup> The funding decision made by the Executive Committee can be appealed to the General Assembly, as stated in 26.23.  
<sup>2</sup> Ceremonies are rituals that are presided over by an –ordained officiall that are specific to a

## Chapter 30

### Committees

#### 30.01 Definitions

#### 30.02 Committees, Generally

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#### 30.12 Standing Committee on the Bobcat Medal

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#### 30.01 Definitions

(a) As used in this Chapter, -Seated Senators and Executive Officers" shall mean those positions that are currently filled.

(b) As used in this Chapter, "Committee" shall refer to the Committee authorized by the section in which the word appears, unless otherwise noted or whose complete name is immediately preceding the word, unless otherwise stated.

#### 30.02 Committees, Generally

(a) A Report issued by a Committee for consideration by

Senate shall contain information as necessary to explain the rationale for the recommendation or recommendations contained in the report. If agreed to, the Report shall be considered as a Report of Senate, and Senate shall be accountable for all information and recommendations contained in the Report. Dissenting views may be included.

(b) This section contains a description of the committee including, but not limited to, eligibility for membership, purpose, scope, general responsibilities, powers, life span, appointment process, committee structure, and type. Specific processes for which the committee is responsible shall be numerated in the appropriate chapter and section.

(c) The Chairperson of a committee authorized by Chapter 30 shall only have the right to vote if his or her vote would determine the result. <sup>9</sup>

#### 30.03 Committees authorized by Article III, Section 7 of the Constitution

(a) Senate shall create or dissolve, with the concurrence of two third of seated Senators and Executive Officers, Committees which have jurisdiction over internal operations of Senate. Only Senators may serve as Chairmen or Members.

(b) By the resolution establishing a Committee authorized by Article III, Section 7 of the Constitution, Senate shall determine, purpose, scope, powers, and appointment process.

(c) A resolution establishing a Committee authorized by Article III, Section 7 of the Constitution shall be considered an amendment to the Rules & Procedures and governed under section 1.02.

#### 30.04 Standing Committees Authorized by Article III, Section 8 of the Constitution

(a) Senate shall create or dissolve, with the concurrence of two thirds of Senators and Executive Officers, Standing Committees that shall provide advice to Senate regarding issues and items that are not internal Senate functions.

(b) By the resolution establishing a Standing Committee, Senate shall determine eligibility or membership on a Standing Committee, purpose, scope, powers, life span, and appointment process.

(c) A resolution establishing a Standing Committee shall be considered an amendment to the Rules & Procedures and governed under section 1.02.

#### 30.05 Special Committees

(a) A Special Committee may be created by the President or Executive Officers. The President or Executive Officers shall determine the Structure of a Special Committee. The Chairman may appoint the membership. A Special Committee shall be created only for the purpose of addressing a narrowly defined need or goal.

(b) The President or Executive Officer shall determine eligibility for membership on a Special Committee, purpose, scope, powers, life span, and appointment process.

(c) A Special Committee shall expire at the end of the last meeting of Senate of the academic year or as otherwise specified, whichever comes first.

### **30.06 Committee on the Budget**

(a) There shall be a Committee on the Budget of Student Senate to consider appropriation requests, recommend to Senate's budget and amendments to the budget, and ensure the Treasurer fulfills his or her duties and obligations. The Committee shall have the power to review all records of the Treasurer regarding the finances of Senate, including the General Fund and Student Activities Fund. The Committee shall review expenditures and revenues from time to time to ensure general compliance with the budget.

(b) The Committee shall submit a report to the Senate each semester informing of the available funds for each commission.

(c) The Committee shall be governed under Article III, Section 7 of the Constitution.

(d) The Treasurer shall appoint the Chairman, who shall have served on the Committee for no less than one academic year, except in the case that no Senator fulfills this requirement.

(e) The Committee shall be composed of no less than five and nor more than seven Senators, with preference given to those who have served previously on the Committee. In consultation with the Chairman, the Treasurer shall nominate the members of the Committee.

Nominees for membership on the Committee, excluding the Chairman, shall be confirmed by a non-amendable resolution with the concurrence of a majority of Senate, at the second meeting of the Senate of the academic year.

(f) The term of office shall be one academic year during good behavior or until resignation, death, expulsion from school, or removal from office or the Committee. A member of the Committee or the Chairman shall be removed by the Chairman or by concurrence of a majority of the Executive Officers for reasons, which materially affect the budget process or credibility and fairness thereof.

(g) The Chairperson shall, within five business days, schedule meetings in order to consider a recommendation of the Treasurer, or for other reasons.

(h) A meeting of the Committee may be demanded by a member of the Committee or the Treasurer for reasons including, but not limited to, a recommendation of the Treasurer for an amendment to the budget or suspicion or knowledge of improper activity regarding the budget or fiscal matters. The Chairman, or designee shall convene the Committee within a reasonable amount of time or within ten days of the demand for a meeting, or whichever comes first.

(i) Quorum for the Committee shall be half of the membership, excluding the Chairman.

(j) The Committee shall have the power to review the records of the Student Activities Fund, but no power to alter, amend, or

veto any decision of the General Assembly of the Student Activities Commission

(k) Upon concurrence of two thirds of seated Senators and Executive Officers, any matter under the jurisdiction of the Committee shall be brought before Senate for immediate consideration.

### **30.07 Committee on Conduct & Discipline**

(a) There shall be a Committee on Conduct and Discipline, which shall consider alleged violations of the Constitution and Rules & Procedures.

(b) The Committee shall be governed under Article III, Section 7 of the Constitution.

(c) A majority of Executive Officers shall appoint the Chairman who shall have served on the Committee for no less than one academic year, except in the case that no Senator fulfills this requirement.

(d) The Committee shall be composed of no less than five and no more than seven Senators, with preference given to those who have served previously on the Committee. Nominees for membership on the Committee, excluding the Chairman, shall be confirmed by a non-amendable resolution with the concurrence of a majority of Senate, at the second meeting of the Senate of the academic year.

(e) The parliamentarian shall be a non-voting member of the Committee in order to better advise the Committee.

(f) The term of office shall be one academic year during good behavior or until resignation,

death, expulsion from school, or removal from office or the committee. A member of the Committee or the Chairman shall be removed by the Chairman or by concurrence of a majority of the Executive Officers for reasons, which materially affect the Committee, the impeachment process, the sanction process, or credibility and fairness thereof.

(g) Quorum for the Committee shall be four Senators, excluding the Chairman.

(h) The Chairman shall, within five business days, schedule a meeting in order to consider a complaint against a Senator or Executive Officer, or for other reason.

(i) A meeting of the Committee may be demanded by a member of the Committee for reasons including, but not limited to: a complaint against a Senator or Executive Officer or suspicion or knowledge of a violation of the Constitution or the Rules & Procedures. The Chairperson or designee shall convene the Committee within five business days of the demand for a meeting.

(j) Upon concurrence of two thirds of seated Senators and Executive Officers, any matter under the jurisdiction of the Committee shall be brought before Senate for immediate consideration in Executive Session.

**30.08 Committee on Rules & Procedures**

(a) There shall be a Committee on Rules & Procedures, which shall propose amendments to the Rules & Procedures, consider proposed commentaries, consider special rules for

considered resolutions, and ensure that Senate proceedings, media coverage, and actions are documented and preserved.

(b) The Committee shall be authorized under Article III, Section 7 of the Constitution.

(c) A majority of Executive Officers shall appoint the Chairman who shall have served on the Committee for no less than one academic year, except in the case that no Senator fulfills this requirement.

(d) The Committee shall be composed of no less than five or more than seven Senators, with preference given to those who have served previously on the Committee. In consultation with the Chairman, the Executive Officers shall nominate the members of the Committee. Preference shall be given to Senators who previously served on the Committee. Nominees for membership on the Committee, excluding the Chairman, shall be confirmed by a non-amendable resolution with the concurrence of a majority of Senate at the second meeting of Senate in an academic year.

(e) The Parliamentarian shall be a non-voting member of the Committee in order to better advise the Committee.

(f) The terms of office shall be one academic year during good behavior or until resignation, death, expulsion from school, or removal from office or the Committee. A member of the Committee or the Chairman shall be removed by the Chairman or by concurrence of a majority of the Executive Officers for reasons, which materially affect the proceedings or credibility of the Committee.

(g) Quorum for the Committee shall be half of the membership, excluding the Chairman.

(h) The Chairman shall, within a reasonable amount of time, schedule a meeting in order to consider an amendment to the Constitution or the Rules & Procedures, or for other reasons.

(i) A meeting of the Committee may be demanded by a member of the Committee for reasons including, but not limited to, consideration of an amendment to the Constitution or the Rules & Procedures. The Chairman, or designee shall convene the Committee within a reasonable amount of time, or within ten days of the demand for a meeting, whichever comes first.

(j) Upon concurrence of two thirds of seated Senators and Executive Officers, any matter under the jurisdiction of the Committee shall be brought before Senate for immediate consideration.

**30.09 Standing Committee on the Board of Trustees Student Member Nominee Selection Process**

(a) There shall be a Standing Committee charged with selecting nominees for the position of Student Trustee. This Student Trustee Search Committee shall be charged with reviewing applications for the vacant student trustee position each year. From this pool of applicants, they shall forward five (5) candidates to the Office of the President for final approval. If approved, the candidates' applications will be sent to the Governor's Office for final consideration.

(b) The Committee shall be comprised of eight permanent

positions and six appointed positions. The eight permanent positions shall consist of: the Vice President of Student Senate, the two current Student Trustees, the President of Student Senate, the President of Graduate Student Senate, one non-executive member of Student Senate, one non-executive member of Graduate Student Senate, and the Vice President for Student Affairs. The Vice President of Student Senate shall chair the Committee. The Vice President for Student Affairs shall serve on the Committee in an ex officio capacity and shall have no vote on the Committee.

(c) Six non-Student Senate and non-Graduate Student Senate representatives shall go through an application process and shall be appointed by the Chair. 10 Candidates for these positions shall be in good academic and judicial standing. Preference for these positions shall be given to former Student Trustees at the discretion of the Chair. An effort shall be made to maintain a two to one, undergraduate student to graduate student ratio in these six positions. Should six or fewer people apply for these positions, all applicants who meet these requirements shall be appointed to the Committee.

(d) As Chair of the Committee, the Vice President shall be responsible for soliciting and appointing members to the Committee. Applications for the non-Student Senate and non-Graduate Student Senate representatives shall be determined by the Chair, and will include an essay explaining the applicant's desire to serve on the Committee. These applications shall be made available and well-advertised no later than week ten of Fall semester

and shall be due to the Vice President no later than week 12 of Fall Semester. Committee Members shall be notified of their status on the Committee no later than the last week of Fall Semester. The Committee shall convene no later than the second week of Spring Semester.

(e) The Committee will be authorized under Article III, section 8 of the Constitution.

(f) The Chairperson shall schedule all meetings and interviews. The Committee shall work in conjunction with the Secretary of the Board of Trustees in the formulation of the application packet. In addition, the Committee shall be responsible for all advertising for the position. Ideally, the office of the Vice President for Student Affairs shall assist with coordination and funding.

(g) The Committee shall solicit nominations from various registered student organizations, preferably those which are leadership/scholarship oriented.

(h) The Committee shall also accept applications from other interested and qualified students who are in good standing with the University.

(i) The Chairperson and the two current Trustees shall hold at least two (2) information sessions for interested students prior to the application deadline. Here, they will lay out the responsibilities of the position and go over the application process in detail.

(j) While the number of applicants/nominees will vary from year to year, the committee reserves the right to grant only as many interviews as it sees fit. If a need arises, the Committee

may determine criteria for an initial screening process, so as to limit the amount of interviews to a manageable number.

(k) There shall be a statement of non-discrimination included within the application that reads as follows: Student Senate, its Executive Officers, Senators, staff, officials, or subdivisions, including this committee, shall not engage in discrimination on the basis of race, religion, color, sex, sexual orientation, national origin, ancestry, age, gender, gender identity or expression, mental or physical disability, or veteran status in its programs and activities.

### **30.10 Standing Committee on Leadership Development**

(a) There shall be a standing committee on Leadership Development. The Vice President, or his/her designee shall chair the Committee. The Committee shall be charged with selecting a leadership conference for interested members of Senate to attend and also see out other leadership development opportunities for members of Senate.

(b) The Committee Chair shall create an application, schedule meetings and interviews, and other administrative functions as necessary to select Senators or members of the executive staff to represent Senate at the selected leadership conference each year.

(c) The Committee shall be composed of: The Vice President (or his/her designee), the Advisor of Senate (or his/her designee), and at least four, but no more than seven interested Senators and/or executive staff members. The Vice President, or

his/her designee shall chair the committee.

(d) The Committee shall form no later than the sixth week of fall quarter.

(e) The Committee shall be authorized under Article III, Section 8 of the Constitution.

(f) No member of the Committee shall be an applicant or intend to apply to attend the leadership conference in that respective year.

### **30.11 Standing Committee on Senators Emeriti**

(a) There shall be a Standing Committee on Senators Emeriti, which shall consider recommendations to Senate of those Senators, and Executive Officers who shall be granted emeriti or emeritus Status. The chairman of the committee shall be appointed by a majority of the Executive Officers. The Committee shall be composed of the Advisor of Senate, Senators Emeriti, and other interested Senators who are not eligible for the distinction. There shall be no fewer than five and nor more than seven members of the Committee.

(b) The Committee shall be authorized under Article III, Section 8 of the Constitution.

### **30.12 Bobcat Medal Committee**

(a) There shall be a Standing Committee on the Bobcat Medal, which shall consider recommendations to Senate of those individuals nominated for the award of the Bobcat Medal. The chairman of the committee shall be the Vice President. The Committee shall be composed of interested Senators. There shall

be no fewer than five and no more than seven members of the Committee.

(b) The Committee shall be authorized under Article III, Section 8 of the Constitution.

### **30.13 Standing Committee on Community Service and Social Activity**

(a) There shall be a Standing Committee on Community Service and Social Activity, which shall consider, recommend, and organize, community service projects for Senate and plan and organize various social activities for Senate.

(b) The Committee shall be chaired by the executive staff person for Community and Social Activity, as referenced in 11.10 (a). If this position is vacant, the Vice President of Student Senate shall chair the committee.

(c) The Committee shall be composed of no less than five and no more than seven Senators, with preference given to those who have served previously on the Committee. Nominees for membership on the Committee, nominated by the executive officers, excluding the Chairman, shall be confirmed by a non-amendable resolution with the concurrence of a majority of Senate, at the second meeting of the Senate of the academic year.

(d) The terms of office shall be one academic year during good behavior or until resignation, death, expulsion from school, or removal from office or the Committee. A member of the Committee or the Chairman shall be removed by the Chairman or by concurrence of a

majority of the Executive Officers for reasons, which materially affect the proceedings or credibility of the Committee. An appeal to the executive officers will be in place in the case of a removal of office.

(f) The Committee shall be authorized under Article III, Section 8 of the Constitution.

(g) The Committee shall determine and organize at least one social event and one community service opportunity each semester.

(h) During spring semester, the committee shall, in conjunction with the Vice President-elect, plan and organize the Senate retreat for the following fall semester.

### **30.14 Standing Committee on Joint Resolutions**

(a) There shall be a Standing Committee charged with facilitating the creation of joint resolutions on those occasions when the Graduate Student Senate (GSS) and the Student Senate are considering or have already approved resolutions addressing issues of concern to both bodies, and deem it beneficial to speak to the community of Ohio University with a single voice. The Committee is also charged with facilitating communication of GSS and Student Senate's discrete legislative agendas.

(b) The Committee shall consist of: two permanent co-chairs, Vice President of Student Senate and one representative from GSS, and the first three sponsors listed on the respective pieces of legislation from the GSS and Student Senate which the Committee is charged with reconciling in a joint resolution.



(c) The Committee will be authorized under Article III, section 8 of the Constitution.

(d) The Committee co-chairs shall have the primary responsibility for maintaining regular communication between the GSS and Student Senate with particular regard to identifying areas of possible cooperation between their respective legislative agendas.

(e) The Committee co-chairs shall rotate the office of acting chairperson of meetings based on the legislation under consideration and not by the assembly of the committee, such as following an adjournment. The first time the committee is assembled, the chair shall be chosen by coin toss and shall rotate thereafter.

(f) The acting Committee chairperson shall not vote.

(g) Meetings of the Committee shall be called as needed, and the Committee shall be assembled by the mutual consent of the co-chairs or at the direction by resolution of the GSS or Student Senate.

(h) The assembled Committee shall be charged with making a good faith effort to reach consensus on directed items of legislation which they believe: will be of benefit to their respective constituencies, will meet with the full approval of fully assembled GSS and Student Senate, and that they will be prepared to advocate for in floor debate.

(i) Points of difference shall be resolved by Committee vote, with a two-thirds majority being necessary to approve joint-language. Upon approval, the

Committee shall have created a Proposed Joint Resolution.

(j) Proposed joint resolutions shall be referred back to the assemblies of the GSS and Student Senate for approval. The proposed joint resolution is to be presented, debated, and approved by Student Senate according to the rules outlined in Chapter 40.

(k) Any amendments made to a proposed joint resolution during floor debate shall be referred back to the Committee Joint Resolution under section 30.13(i) and shall be returned to the GSS and Student Senate assemblies until identical language is approved.

(l) Once identical proposed joint resolutions have been passed by the GSS and Student Senate, they shall have created a Joint Resolution.

(m) The Committee is responsible for completing a Student Senate resolution follow-up form per section 40.18(c).

(n) In the event that, following a good faith effort to reach consensus, it becomes apparent that the committee charges may be terminated by a two-thirds majority vote of the Committee.

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<sup>9</sup> Section 30.02(c) permits the Chairman, at his or her discretion, to vote when his or her vote would cause a tie causing a resolution of motion to fail when it otherwise would have passed, or to break a tie. 10. Should fewer than six people apply, the Committee will function with vacancies.

## Chapter 35

### Appropriations and Fiscal Management

#### 35.01 Definitions

#### 35.02 Appropriations Process

#### 35.03 Reimbursement

#### 35.04 Senate-Based Initiatives Funding

#### 35.01 Definitions

(a) As used in this chapter, "Committee" shall mean the Committee on the Budget, unless otherwise note.

(b) As used in this chapter "Chairman" shall mean the Chairman of the Committee on the Budget, unless otherwise noted.

#### 35.02 Appropriations Process

(a) The Treasurer shall present a proposed budget for the following fiscal year to the Chairman by the end of the ninth week of spring semester. The Chairman shall convene the Committee for consideration of the Treasurer's recommendation. With the concurrence of a majority of the Committee, a Report recommending a budget for the following fiscal year shall be presented to Senate for consideration at the meeting held during the tenth week of spring semester. With the concurrence of two thirds of Senators and Executive Officers, the Report shall be adopted. The Report shall not be subject to amendment.

(b) Requests for appropriations that amend the budget shall be presented to the Treasurer for consideration. The Treasurer shall present a recommendation to the Chairman of the

Committee. The Chairman shall convene the Committee for consideration of the Treasurer's recommendation. With the concurrence of a majority of the Committee a Report recommending one or more amendments to the budget shall be presented to Senate.

With the concurrence of two thirds of Senators and Executive Officers, the Report shall be adopted. The Report shall not be subject to amendment.

#### 35.03 Reimbursement

An Executive officer, Senator, Executive Staff member, or other person may pay for an item or service out of personal funds. If authorized by the Treasurer and Budget Committee, reimbursement may be made. The Treasurer shall reimburse the person within five business days of receipt of all requisite paperwork, including documentation of the item or service and a written statement by the purchaser detailing the purchase. The Treasurer may refuse to reimburse an unauthorized expenditure. If this is the case, an appeal may be made to the Budget Committee, who can overturn the Treasurer by a 2/3 vote.

#### 35.04 Senate-Based Initiatives Funding

(a) The Senate may allocate up to 15%, but no less than 5%, of its anticipated budget for Senate-Based Initiatives. These must be advocacy or educational programs that the Senate or a Commission of Senate puts on.

(b) Take Back the Night will have first rights to 40% of the Senate Based Initiatives funding. Pride Week will have

first rights to 40% of the Senate Based Initiatives funding. The remaining balance, including any funds not claimed by Take Back the Night and Pride Week, shall be dispensed at the discretion of the Budget Committee in accordance with section 35.04(a).

(c) A Senator or Executive Officer may present a proposal to the Budget Committee to fund a program using money from the Senate-Based Initiatives funding. The Budget Committee shall meet consistent with Section 30.06 and determine if the proposal meets the advocacy or educational requirements; if so, the Committee shall present a resolution at the next General Body Meeting, outlining the program, requested funding, and the funding the Budget Committee recommends as appropriate. With the consent of a majority of voting Senators and Executive Officers, the resolution to approve funding shall be agreed to.

#### 35.05 General Purchasing Policy

(a) Executive officers, Senators, and Executive Staff shall purchase products that are easily compostable or recyclable for Student Senate events and meeting whenever possible.

## Chapter 40

### Meetings & Resolutions

#### 40.01 Definitions

#### 40.02 Meeting Shall be Open to the Public

#### 40.03 Frequency and Time of Meetings

#### 40.04 Quorum

#### 40.05 Right to Address Senate

#### 40.06 Agenda

#### 40.07 Reports

#### 40.08 Proceedings of Senate

#### 40.09 Voting

#### 40.10 Attendance

#### 40.11 Voting by Proxy

#### 40.01 Definition

(a) As used in this Chapter, "Meeting" shall mean the weekly meeting of Senate in which all Senators and Executive Officers are required to attend.

(b) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding the word, unless otherwise stated.

(d) As used in this Chapter, –seated Senators and Executive Officers shall mean those positions that are currently filled.

#### 40.02 Meetings shall be open to the public.

(a) All meetings shall be publicized and open to the public, except when the Senate, with the assent of two thirds of Senators and Executive Officers voting by recorded vote, votes to enter into Closed or Executive Session for the purpose of discussing personnel matters or matters involving litigation or

potential litigation. The President or President pro tempore may allow selected individuals to remain present.

(b) The President shall write a brief report on the topics discussed within Executive Session to be added into the minutes.

#### 40.03 Frequency and Time of Meetings

(a) Meetings shall be held every Wednesday at 7:15 PM, beginning the first full week of every semester and ending the last week during which classes are scheduled. This section shall not apply to summer sessions.

At the discretion of the Executives and with 2/3 majority approval, the date and time of a future meeting may be altered.

(b) Additional meetings shall be held at the discretion of the President or upon presentation to the President of a petition containing the signatures of seventeen voting members of Senate.

(c) A joint meeting of both Student Senate and the Graduate Student Senate (GSS) shall be held at the discretion of the Executive Officers of both Student Senate and GSS or upon presentation to the Student Senate and GSS President of a petition containing the signatures of a simple majority of Student Senate and GSS Senators.

#### 40.04 Quorum

(a) Quorum shall be one more than one half of the total number of seated Senators and Executive Officers.

(b) Should quorum not be attained, or in the event that

quorum is lost partway through a meeting, all business shall be tabled until the next scheduled general body meeting; presentations, however, shall continue as scheduled and be re-presented by an ad-hoc committee Senators and Executive officers who were present for the original presentation.

#### 40.05 Right to Address Senate

(a) Only a Senator, Executive Officer, Senator Emeritus or Emeriti, Delegate, or proxy for a Senator or Executive Officer may address Senate during consideration of a resolution.

(b) A person who is not an Executive Officer, Senator, Delegate, Executive Staff member, or Senator Emeritus or Emeriti may be recognized and allowed to address Senate by the President or President pro tempore for a period of no more than three minutes during a section on the agenda provided for this purpose.<sup>10</sup>

#### 40.06 Agenda

The agenda of a Senate meeting shall be proposed by the president. The agenda shall include the Call to Order, Roll Call, Agreement to the Agenda, an opportunity for students who are not members of Senate to speak, and Adjournment. The agenda may include Executive Officer, Commission, Committee, Advisor, and Executive staff Reports; Old Business; New Business; Roundtable & Announcements; and a roll immediately prior to adjournment which may be waived by the President or President pro tempore, even if a second roll call is printed on the agenda.

#### 40.07 Reports

(a) Each Executive Officer or designee shall have no more than five minutes to report on the Executive Officer's actions, accomplishments, goals, or other items as necessary. A report shall be written and presented to the Recording Secretary upon delivering the report at the General Body Meeting to be included in the record.

(b) Each Commissioner, Delegate, Committee Chairperson, Executive Staff member, and the Advisor or their designees, shall have no more than three minutes each to report on their respective Commission(s), Committee(s), Executive Staff's actions, accomplishments, goals or other items as necessary. A report shall be written and presented to the Recording Secretary upon delivering the report at the General Body Meeting to be included in the record.

#### 40.08 Proceedings of Senate

(a) An official record shall be kept of the proceedings of Senate and shall be known as the Proceedings of Senate. The Proceedings shall provide a complete record and provide enough information about the Senate meetings in order for future Senates to have an understanding of past Senate actions.

(b) The Proceedings shall record the Presiding Officer, the Recording Secretary, the date, the time Senate convenes and adjourns, the location of the meeting, debate and action of every item brought to Senate and the yeas and nays of all recorded votes.

(c) The Proceedings shall be in Times New Roman font. The Recording Secretary shall provide the minutes consistent with the guidelines contained in this section with consideration for generally accepted typographical and layout conventions.

(d) The Proceedings shall be recorded in third person, except in the case that the speaker provides written text. In the case that a written text of comments is provided, the speaker's name and position shall be printed in all capital letters at the beginning of the comments.

(e) The Proceedings shall be posted for inspection by 5PM Tuesday prior to the next regularly scheduled Senate meeting for review by members of Senate. If the Proceedings are not posted by this time, it will be considered at the following meeting of Senate.

(f) The Proceedings of the last meeting of Senate in an academic year shall be posted no later than 5PM Friday immediately following the Senate meeting. After the minutes have been posted for no less than four days, the Proceedings shall be considered as having been adopted.

(g) A Senator may revise and expand his or her comments and include additional information or items in the Proceedings.

(h) The Recording Secretary shall ensure that all newspaper articles containing references to Senate or for other reasons are included in the Proceedings. A Senator or Executive Officer may include an article or other item for inclusion in the Proceedings.

(i) The Proceedings shall be adopted with the concurrence of a majority of Senators and Executive Officers.

#### 40.09 Voting

(a) Votes shall be taken by voice. The President or President pro tempore shall announce the result of the vote in his or her opinion. The President or President pro tempore shall then declare the result of the vote. The declaration of the results is final unless preceded by a call for division of Senate or a recorded vote.

(b) A Senator or Executive Officer may call for division of Senate. The President or President pro tempore shall ask Senators and Executive Officers to stand or raise their hands to indicate their vote. The President or President pro tempore shall then declare the result of the vote. The declaration of the results is final unless preceded by a call for division of Senate or a recorded vote.

(c) A Senator or Executive Officer may call for a recorded vote. The President or President pro tempore shall ask Senators and Executive Officers who desire a recorded vote to stand. If three or more Senators and Executive Officers stand, the President or President pro tempore shall order a recorded vote. If fewer than three voting members stand, a recorded vote shall not be taken and the opinion of the President or President pro tempore shall stand as the decision of Senate. After the yeas and nays are recorded, the Recording Secretary shall report the results to the President or President pro tempore. The President or

President pro tempore shall announce the results to Senate as the decision of Senate.

(d) A Senator or Executive Officer who is present but does not wish to vote during a recorded vote shall answer present when his or her name is called.

(e) A Senator or Executive Officer who is present but does not wish to vote during a voice vote shall notify the chair by a point of privilege before the next item on the agenda is read. The chair will have the recording secretary note the abstention in the minutes.

#### 40.10 Attendance

(a) Attendance at the weekly Senate meeting is mandatory for Executive Officers and Senators. Failure to answer during a roll call, recorded vote, or quorum call shall be considered an absence for the meeting.

(b) A Senator or Executive Officer may miss no more than one roll call, recorded vote, or quorum call in a semester. One roll call, recorded vote or quorum call for which a proxy for a Senator or Executive Officer answers shall not be considered an absence of the Senator or Executive Officer for the purpose of attendance.

(c) Executive Staff members are required to attend at least one Senate meeting a semester at the discretion of the Chief of Staff.

(d) Executive Staff Interns are required to attend five general body meetings a semester and sign in to the Chief of Staff. Violation of this requirement will be at the discretion of the executives and the Chief of Staff.

#### 40.11 Voting by Proxy

(a) A Senator or Executive Officer may designate a student who is an intern, a Senator Emeritus or Emeriti, a member of the Executive Staff, a member of a committee, or a member of a commission to serve as a proxy for the Senator or Executive Officer to bear the rights and privileges afforded to the Senator or Executive Officer during a meeting of Senate. Voting by written proxy is prohibited.<sup>12</sup>

(b) A Senator or Executive Officer may provide instructions for his or her proxy including, but not limited to, how to vote on a resolution, whether the proxy may speak, and the text of any speech the Senator or executive Office wishes to have read into the record.

(c) All comments and actions of the proxy are the responsibility of the Senator or Executive Officer for whom the student is a proxy. Any improper action, violation of the Rules & Procedures or Constitution shall be considered as if the Senator or Executive Officer committed the act himself or herself.

(d) A Senator or Executive Officer shall designate a proxy by providing a statement to the proxy and the President or President pro tempore before the end of roll call at the beginning of the meeting. The statement shall include the name of the Senator or Executive Officer designating the proxy, the name of the student who shall be the proxy, any instructions given to the proxy, and the signature of the Senator or Executive Officer.

(e) Should an academic conflict arise, a Senator or Executive Officer shall designate a permanent proxy to attend general body meetings, provided that the class is required for the member's academic major, is deemed appropriate by the Executives and cannot be taken at another time. This privilege is not to extend past one full semester of the school year.

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<sup>10</sup> Section 40.05 allows only Senators to address Senate during debate. However, the President or President pro tempore, as a point of order, may recognize a person who wishes to address Senate during debate. When the point of order is heard, the President or President pro tempore rules on the point of order. If the point of order is sustained, it is possible to suspend 40.05 for the purpose of allowing the person to speak. It is in the interest of Senate to allow only those who can directly affect the decision of Senate to speak during debate, unless in the rare circumstance that a non-Senate affiliated person has information that is relevant to the debate and that information is unknown to Senate. (4 June 1998)

<sup>11</sup> Generally, the President or President pro tempore assumes there is no objection to the agenda unless a Senator or Executive Officer request a change to the agenda. This means that the President or President pro tempore would, at the appropriate time, announce, –Without objection, the agenda is agreed to. (4 June 1998)

<sup>12</sup> Written proxies are problematic to the Recording Secretary who must ensure they are counted when taking roll call vote, except when the resolution is amended. To encourage the use of the preferable personal

proxy, written proxies are no longer permitted. Additionally, it is preferable to have a person who can think, respond, and debate (if allowed) rather than a piece of paper. The proxy system is an excellent way to allow interns and others to become acquainted with Senate debate and procedure. (4 June 1998)

## Chapter 42

### Resolutions

#### 42.01 Resolutions, Generally

#### 42.02 Resolutions, Sponsors

#### 42.03 Resolutions, Form

#### 42.04 Resolutions, Adoption

#### 42.05 Resolutions, Debate

#### 42.06 Resolutions, Special Rules for Consideration

#### 42.07 Appeal the Decision of the President or President Pro Tempore

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#### 42.01 Resolutions, Generally

(a) A resolution shall be placed on the agenda by posting it for public inspection no later than 5 pm of the Monday preceding a Senate meeting for consideration at that meeting.

(b) No amendment to the resolution other than for grammatical or technical reasons shall be allowed after 5 PM of the day preceding a Senate meeting. If an amendment has been made after 5 PM, the resolution shall be Out of order. An amendment other than for grammatical or technical reasons shall be made at the meeting after the resolution has been read into the record.

(c) A resolution may require Senate or a subdivision of Senate to take a certain action, recommend to another entity an action, declare the opinion of Senate, amend the Rules & Procedures or the Constitution in accordance with section 30.08, appoint Senators or others, adopt a committee report, or other purpose.<sup>13</sup>

(d) Resolutions shall consist of two types: external and internal. An external resolution shall be deemed any resolution intended

to speak to a person or unit outside of Student Senate. An internal resolution shall be deemed any resolution submitted either by any one of Student Senate's Budget, Rules and Procedures, and Conduct and Discipline Committees or by the executives in an appointment to a position, since such resolutions are intended to address internal governance matters and will not be sent to a person or unit outside of Senate.

#### 42.02 Resolutions, Sponsors

(a) A resolution shall be sponsored by at least two Senators or Executive Officers. The Senator or Executive Officer whose name is listed first shall be considered the primary sponsor.<sup>14</sup>

(b) In the case that the President or President pro tempore is a primary sponsor of a resolution; the resolution shall not be considered until the President names a president pro tempore who is not a primary sponsor.

(c) A resolution may be amended at anytime by the primary sponsor without vote, before Senate has voted on the resolution.

(d) A Senator or Executive Officer may add or remove his or her sponsorship of a resolution at any time prior to final consideration of the resolution. A Senator or Executive Officer may add his or her name as a sponsor at any time prior to agreement to the Proceedings of Senate by written notice to the Recording Secretary, but shall be prohibited from withdrawing his or her sponsorship by this process.

(e) In the case that the primary sponsor withdraws his or her name, the effect shall be the same as if the primary sponsor withdrew the resolution.<sup>15</sup>

(f) There shall be no limit on how many Senators or Executive Officers may sponsor a resolution. At any time after the resolution has been placed on the agenda for consideration there are no sponsors other than the primary sponsor, the effect on the resolution is the same as if it were withdrawn from consideration.<sup>16</sup>

(g) In the event of multiple co-sponsors, only the primary and first three co-sponsors shall be allotted time to speak regarding the resolution before debate, consistent with Section 42.05(a).

#### 42.03 Resolutions, Form

A resolution shall contain the following items: the resolution number printed in a 9 point times new roman typeface at the top of the resolutions indicating the academic year and the resolution number in the academic year; a long subtitle printed in 10 point times new roman typeface and capital letters which describes the intent of the resolution; a preamble and one or more resolved clauses printed in 9 point times new roman typeface and each –whereas and –resolved printed in italic letters; and the name of the sponsors with the title of each printed in 9 point times new roman typeface with the title of each printed in italic letters.<sup>17</sup> Line numbers shall be printed on the left side next to the preamble and resolved clauses in the case that this section is more than ten lines. A resolution considered –external according to Section 40.12(d) shall include at least one

additional resolved clause which will read –Resolved: that a copy of this resolution, along with a letter of explanation, be sent, but not limited, to:ll and then shall proceed to identify all individuals and/or units to whom the resolution and the accompanying letter are to be sent. Therefore, all external resolutions will contain, but not be limited to, a minimum of two resolved clauses, one being a statement and the other being the aforementioned clause. All internal resolutions will contain, but not be limited to, a minimum of one resolved clause.

#### **42.04 Resolution, Adoption**

A resolution shall be adopted upon concurrence of a majority of voting Senators and Executive Officers, except in the case that the Constitution or Rules & Procedures require a different number.<sup>18</sup>

#### **42.05 Resolutions, Debate**

(a) At the time at which debate on a resolution is scheduled, the President or President pro tempore shall order the resolution to be read into the record. Afterward, the primary sponsor and co-sponsors shall have no more than three minutes each to address Senate and yield to Senators, Delegates and Executive Officers for the purpose of answering questions. The President or President pro tempore shall create a list of Senators and Executive Officers who wish to speak in favor of the resolution, and a list of those who wish to speak against the resolution. The number of pro speakers must equal the number of con speakers when constructing the list for debate. In the event that it is not equal, the last to be added to the list will be dropped. A sponsor of

the resolution shall be allowed to speak in favor of the resolution if he or she desires before a Senator, Delegate or Executive Officer who is not a sponsor. Those in favor and those against each shall have a total of twenty minutes to speak, with no speaker controlling more than four minutes of time. The time shall be alternated between those in opposition and those in favor of the resolution. After the balance of time has expired for both sides, the President shall ask for the yeas and nays on adoption of the resolution.

(b) If there is an amendment to a resolution, the sponsor of the amendment shall have no more than four minutes to address Senate and yield to Senator, Delegate and Executive Officers for the purpose of answering questions. The President or President pro tempore shall create a list of Senators, Delegate and Executive Officers who wish to speak in favor of the amendment, and a list of those who wish to speak against the amendment. Those in favor and those against each shall have a total of ten minutes to speak, with no speaker controlling more than three minutes of time. The time shall be alternated between those in opposition and those in favor of the amendment. After the balance of time has expired for both sides, the President shall ask for the yeas and nays on agreement to the amendment.

(c) Debate may be closed at any time with the concurrence of two thirds of voting Senators and Executive Officers.

(d) Time yielded to another speaker counts toward the speaker's time limit. Time consumed by subsidiary motions

shall not count toward the speaker's time limit.

(e) The provisions of section 40.16 shall govern debate on resolutions except in the case that a majority of Senators and Executive Officers agree to a Report of the Committee on Rules & Procedures containing rules for consideration of a resolution.

(f) Speakers may reserve the balance of their time. Time reserved shall be forfeited at the conclusion of the allotted time for debate.

#### **42.06 Appeal the Decision of the President or President Pro Tempore**

The decision of the President, when serving as Presiding Officer, or President pro tempore shall be overturned upon concurrence of a majority of Senators and Executive Officers. In the case that the decision refers directly to a resolution or motion requiring two thirds of Senators and Executive Officers or two thirds of seated Senators and Executive Officers, the concurrence of two thirds of Senators and Executive Officers shall be required.<sup>19</sup>

#### **42.07 The Responsibilities of the Primary Sponsor of an External Resolution**

(a) The primary sponsor of an external resolution shall send to the Vice President of Student Affairs an electronic copy of the resolution no later than its posting for public inspection, which shall occur, according to Section 40.12(a), no later than 12pm of the Monday preceding the Senate meeting when the resolution will be considered and voted upon. The primary



sponsor is expected to communicate with other pertinent individuals before the passage of the resolution as he or she sees fit, such as by sending them the resolution.

(b) In accordance with Section 40.14, the primary sponsor of an external resolution shall send the resolution and an accompanying letter of explanation to all individuals and units identified in the resolved clause of the resolution. It shall be the prerogative of the primary sponsor to send or not send the documents to additional individuals and units not named in the resolution.

(c) The primary sponsor of an external resolution shall be required to fill out a –resolution follow-up form, which is to be submitted electronically to the Student Senate Vice President and saved on the Student Senate Server in a folder designated with the resolution number within the –Resolution Follow-up folder for the current school year within 60 days of the passage of the resolution, not to include winter, spring or summer break. In the event of extenuating circumstances, such as graduation or going abroad, which prevent the primary sponsor from fulfilling all of the sponsor’s duties, the sponsor is still required to fill out the form to the best of his or her ability within the specified time. However, the sponsor may request that the Student Senate Vice President and Conduct and Discipline Chair grant him or her official leave to submit an incomplete form. If they determine that the circumstances merit such an exception, this shall be noted on the form itself. The –resolution follow-up form shall consist of, but not be limited to: an –electronic

signature, consisting of name, position, and e-mail address, acknowledging that the resolution and letter of explanation were sent to the appropriate individuals; a copy of the letter of explanation; a detailed account of the sponsor’s effort to inform his or her constituency on the resolution and its implications; a detailed account of the sponsor’s effort to advance the issues enumerated in the resolution with the appropriate OU personnel and other bodies; a detailed account of the progress and up-to-date success of those efforts; an indication of whether an official written response was received from the administration; a scanned copy of that written response if received; and a final electronic signature from the primary sponsor. The primary sponsor shall also make a good faith effort to obtain the electronic signatures of all co-sponsors for the resolution. The sponsor may add addenda to the form at a later date if new progress is made, as long as the addenda note the date of their addition.

(d) The –resolution follow-up form shall be public information and can be specifically requested by the Conduct and Discipline Committee at any time after the maximum sixty days have elapsed. If Conduct and Discipline should receive an incomplete/insufficient form or not receive a form at all, the Committee will take its normal steps in discipline.

(e) These requirements of the primary sponsor and this prerogative of Conduct and Discipline shall not be retroactive. It shall only be applied to resolutions passed

subsequent to the addition of this rule.

<sup>13</sup> In short, a resolution can be almost anything. However, there should be consideration on whether a resolution is necessary. It may not be the case that Senate needs to pass a resolution to express its opposition to sexual assault. However, it has been the case that the local media decline to cover Senate except when it agrees to a resolution (–Senate opposes sexual assault). Over the past ten years, however, it is probably true that Senate has done too many of these symbolic resolutions with little action to back them up, thus contributing to the –Senate doesn’t do anything mindset. (4 June 1998)

<sup>14</sup> The intent of 40.13 is to allow multiple sponsors in the belief that more than two people should be able to show their support for a resolution prior to consideration at a Senate meeting. (4 June 1998)

<sup>15</sup> During a meeting, a Senator who wishes to add or remove his or her name as a sponsor may seek recognition by the President or President pro tempore to announce his or her sponsorship withdrawal. The Senator or Executive Officer may add his or her name as a sponsor by sending a note or email to the Recording Secretary at anytime prior to the adoption of the Proceedings of Senate. The prohibition against using the same process to withdraw sponsorships to prevent the possibility that the resolution may end up with only one sponsor which is not permitted under sections 40.13(d) and 40.13(e). (4 June 1998)

<sup>16</sup> Section 40.13(e) means that if during the course of debate all sponsors other than the primary sponsor withdraw, the resolution is withdrawn from

consideration. This is the case even if immediately after the last person withdraws sponsorship, another person announces he or she will sponsor. (4 June 1998)

<sup>17</sup> A sample resolution (not properly formatted): Senate Resolution 9798-45; [next line] I have altered the terms of our deal. Pray I do not alter them further. (this is the –creative title); [next line] A RESOLUTION TO ADOPT THE REPORT OF THE COMMITTEE ON THE BUDGET IN CONSIDERATION OF AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 1998.; [next line] *Whereas*, the Committee on the Budget has met in consideration of amendments to the budget for the Fiscal Year 1998, and, [next line] *whereas*, the Committee has agreed to a Report, therefore, [next line] *resolved*, that the Report of the Committee on the Budget in Consideration of Amendments to the Budget for Fiscal Year 1998 is adopted by Senate. [next line] Sponsors: Mr. Ronald J. Minto, *Senator for the Off-Campus Housing Affairs* and *Chairman of the Committee on the Budget* [next line] Mr. Erik Roush, *Treasurer of Senate* [additional sponsors as desirable]. (4 June 1998).

<sup>18</sup> Senate once considered abstentions as –nays. This practice was abandoned in 1995. The right of those who do not desire to affect the outcome of a vote should be respected. (4 June 1998)

<sup>19</sup> Section 40.18 recognizes the right of Senators and Executive Officers to appeal the decision of the President or President pro tempore under *Robert's Rule of Order*. In most cases, a majority is required. However, for decisions relating to votes requiring the concurrence of more than a majority, it is

preferable to require two thirds to appeal the decision. For example, the President states that it is his or her opinion that a resolution regarding the budgets has failed. An appeal in that case will require two thirds of those voting to overturn the decision. However, if the President refuses to recognize a Senator for the purpose of speaking on the budget resolution, a majority is sufficient to overturn the decision.

(25) As consistent with Footnote 18, Senators or Executive Officers may abstain from voting. However, if the number of abstentions reduced the number of voting members below the Quorum level, then the issue automatically fails, since a quorum must be kept at all times in accordance with Section 40.04.

## Chapter 60

### Office Procedures

#### 60.01 General Office Procedures

#### 60.02 Secretaries, Generally

#### 60.03 Secretaries, Responsibilities

#### 60.04 Secretaries, Pay

#### 60.01 General Office Procedures

(a) The Executive Officers, have discretion over who will have access to keys for the student senate offices. Those students who have access to such keys are responsible for those keys.

(b) All offices shall be closed and locked when there is no one present.

(c) Office supplies and equipment shall not be misused, abused, or stolen.

(d) Work directly related to Senate shall have priority over all other work, including schoolwork.

(e) An Executive Officer, Senator

Executive Staff member, or any one who has a mailbox shall review the contents of his or her mailbox once every day he or she has posted office hours.

(f) An Executive Officer, Senator, Executive Staff member, or intern shall be expected to check regularly his or her email. Notices of meetings, cancellations or other items may be distributed via email.

(g) The Executive Officers shall ensure that all Executive Officers, Senators, Executive Staff members, interns, and

others as necessary are familiar with the office procedures of Senate, including how to use office equipment and the computers.

(h) Executive officers, Senators and Executive Staff shall utilize electronic communication and electronic documents whenever possible to reduce paper waste. When an event, meeting or project requires printed documents, Executive Officers, Senators, and Executive Staff shall print double-sided.

#### 60.02 Secretaries, Generally

(a) Senate shall have one or more secretaries. A secretary shall be in the office no less than six hours between 9 AM and 5 PM during each day class is in session, Monday through Friday, excluding those days that the offices are closed or inaccessible.

(b) The Executive Officers or the Chief of Staff shall interview, hire, or dismiss a secretary. All procedures regarding student employees contained in the university Policy and Procedure manual shall be followed.

#### 60.03 Secretaries, Responsibilities

(a) The duties of the secretary shall include, but are not limited to the following: type miscellaneous items with reasonable advance notice before any deadline; design literature and advertisements with reasonable advance notice before any deadline; answer the telephones and forward messages; send, collect, and distribute mail; send faxes; order and maintain office supplies; organize and maintain the offices; initiate repair requests;

schedule meetings; maintain the computers; solve network problems; recommend software and hardware purchases and upgrades; and establish office procedures as necessary to maintain an efficient and organized office.

(b) In consultation with the secretaries, the President shall designate a Recording Secretary for each meeting of Senate. The Recording Secretary shall be responsible for writing the Proceedings of Senate in accordance with all applicable Rules & Procedures. The secretary shall ensure the Proceedings are available for public inspection.

(c) The secretaries shall report to the Vice President every Tuesday of every week as stated in 40.03(a), a report of those Senators and Commissioners who have not fulfilled the office hour requirements based on section 20.04(c).

(d) The secretaries shall report to the Vice President every Thursday of every week a general body meeting is held a report of those Senators and Commissioners who were absent or had a proxy in accordance with Section 40.10 and 40.11.

#### 60.04 Secretaries, Pay

The secretaries shall begin at minimum wage. Each semester of experience they are to receive a 2% raise of the minimum wage upon completion of the Chief of Staff's semester evaluation. The evaluation will be presented to the Executive Officers and, with a majority vote, the raise will be approved.

## Chapter 70

### Articles of Impeachment, Sanctions, and Removal from Office

#### 70.01 Definitions

#### 70.02 Standing

#### 70.03 Process for

#### Consideration of a Complaint

#### 70.04 Consideration of an

#### Article of Impeachment

#### 70.05 Sanctions

#### 70.06 Gross or Willful Neglect of Duty

#### 70.07 Removal of an Executive Officer from Office Under Article V, Section 5 of the Constitution

#### 70.08 Removal of an Executive Officer or Senator from Office Based on Attendance

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#### 70.01 Definitions

As used in this Chapter, "Committee" shall refer to the Committee of Conduct and Discipline, unless otherwise stated.

#### 70.02 Standing

(a) A Senator or Executive Officer has standing to allege a violation against an Executive Officer or Senator.

(b) In the case that any one other than a Senator or Executive Officer wishes to allege a violation of the Constitution or Rules & Procedures, the person shall present the allegation in writing to a Senator who shall then present the complaint to the Conduct and Discipline Chairman in accordance with section 70.03. Only in the case that a student alleges improper activity or conduct and presents the complaint to a Senator or Executive Officer, shall the Senator or Executive Officer

announce to Senate that he or she has received a notice of improper conduct or activity and has reported the allegation to the Chairman of the Conduct and Discipline Committee in accordance with section 70.03.

(c) In all cases other than that described in 70.02(b), no Senator or Executive Officer shall announce that the Committee on Conduct & Discipline is in receipt of a complaint. At no time shall the name of a Senator or Executive Officer be stated except in Executive Session, or until the Senator or Executive Officer has been found guilty by Senate.<sup>20</sup>

#### 70.03 Process for Consideration of Complaint

(a) A complaint alleging a violation of the Rules & Procedures of Senate or the Constitution shall be printed on paper and hand delivered to the Chairman of the Committee on Conduct and Discipline. The Chairman of the Committee shall convene the Committee within five business days of receipt of a complaint.

(b) In the event that a member of the committee is charged with a complaint, the member will not be allowed to sit on committee meeting(s) while their case is pending. If quorum cannot be attained the meeting will be rescheduled. If multiple members of the Committee have been charged because of the same incident, the committee shall be superseded by a board consisting of the Executive officers and the Advisor of Senate, provided that none of the executive officers were involved in the incident.

(b) All meetings of the Committee are closed to the

public and no record of the proceedings shall be released except to the Executive Officers and Advisor of Senate. An Executive Officer against whom a complaint has been filed shall not be allowed knowledge of information that impairs the ability of the Committee to investigate the matter. This shall not be construed as to prohibit the Committee from allowing the defendant to have full knowledge of the nature of the charges and evidence against him or her.

(c) The committee shall consider the complaint. If the Committee decides the complaint is frivolous or without merit, it may with the concurrence of a majority of the Committee dismiss the complaint. The Committee shall issue a Report which shall be presented to the Executive Officers, the complainant, Advisor of Senate, and defendant.

#### 70.04 Consideration of an Article of Impeachment

(a) If the Committee believes there to be sufficient reason to believe a violation of the Constitution or Rules & Procedures may have occurred, with the concurrence of a majority of the Committee, the Committee shall draft an Article of Impeachment and initiate an investigation.

(b) An investigation may include, but is not limited to, subpoenas of Senators and Executive Officers, review of records and papers, and hearings to allow testimony of witnesses. Hearsay testimony is allowed.

(c) An Executive Officer or Senator shall not refuse to appear before the

Committee and provide truthful testimony, unless that testimony may tend to incriminate himself or herself.

(d) At the conclusion of the investigation, the Committee shall consider the evidence in a session closed to the public. If the Committee decides the defendant is not guilty of the alleged violation or If there is insufficient evidence, and then with the concurrence of a majority of the Committee, the Committee shall withdraw from further consideration the Article of Impeachment and shall issue a Report, which shall be presented to the Executive Officers, the complainant, Advisor of Senate, and defendant. This Report shall be released to the public only with the consent of the defendant. If the Committee finds sufficient evidence to report that the defendant is in violation of the Rules & Procedures or Constitution, then with the concurrence of a majority of the Committee, a Report of the Committee on Conduct & Discipline containing an Article of Impeachment shall be presented to Senate detailing the violation or violations and a summary of the evidence that the Committee found to support the allegation.

(e) During a meeting of Senate the Chairman shall announce to Senate that the Committee has a Report of the Committee on Conduct & Discipline with an Article of Impeachment for consideration by Senate. The President or President pro tempore shall establish a time after consideration of all business on the agenda at which Senate will enter into Executive

Session for the purpose of considering the Report of the Committee on Conduct & Discipline with an Article of Impeachment.

(f) The Report of the Committee on Conduct & Discipline with an Article of Impeachment shall be read to Senate in Executive Session, or one Report of the Committee on Conduct & Discipline with an Article of Impeachment per Senator and Executive Officer shall be provided. In the case that a written copy is provided, roll call shall be taken for the purpose of distributing and collecting the Report of the Committee on Conduct & Discipline with an Article of Impeachment. No Senator or Executive Officer shall leave the meeting room with Report of the Committee on Conduct & Discipline with an Article of Impeachment.

(g) The Report with an Article of Impeachment is not subject to amendment.

(h) With the concurrence of two thirds of seated Senators and Executive Officers, the Report of the Committee on Conduct & Discipline with an Article of Impeachment shall be adopted or referred to the Committee with instructions. If fewer than two thirds of seated Senators and Executive Officer concur with the Report of the Committee on Conduct & Discipline with an Article of Impeachment or send it to the Committee with instructions, the Report of the Committee on Conduct & Discipline with an Article of

Impeachment shall not be agreed to and no further action on the complaint may occur.

(i) If the Report of the Committee Conduct & Discipline with an Article of Impeachment is returned to the Committee with instructions, the Committee shall consider the Report with an Article of Impeachment in accordance with the instructions. Unless instructed otherwise, if the Committee decides the defendant is not guilty of the alleged violation or there is insufficient evidence, then with the concurrence of a majority of the Committee, the Committee shall issue a Report, which shall be presented to the Executive Officers, the complainant, Advisor of Senate, and defendant. Unless instructed otherwise, this Report shall be released to the public only with the consent of the defendant. Unless instructed otherwise, if the Committee finds sufficient evidence to report that the defendant is in violation of the Rules & Procedures or Constitution, then with the concurrence of a majority of the Committee, a Report of the Committee on Conduct and Discipline with an Article of Impeachment shall be presented to Senate detailing the violation or violations and a summary of the evidence that the Committee found to support the allegation. Senate shall then consider the Report of the Committee on Conduct Discipline with an Article of Impeachment under sections 70.04(e), 70.04(f), 70.04(g), 70.04(h), and 70.04(i).

**70.05 Sanctions**

(a) If Senate, voting in Executive Session, agrees to a Report of the Committee on Conduct & Discipline with an

Article of Impeachment, then Senate shall immediately consider a resolution directing the Committee to recommend a sanction. The resolution may contain instructions, including but not limited to, an instruction to issue a particular sanction or exclude from consideration particular action. With the concurrence of two thirds of seated Executive Officers and Senators, the resolution shall be agreed to.

(b) The Committee shall convene within two days of receipt of their solution directing the Committee to consider a sanction. The committee shall gather evidence and information as necessary to impose a sanction in accordance with the instructions of Senate contained in the resolution. With the concurrence of two thirds of the Committee, a Report of the Committee on Conduct & Discipline in consideration of a sanction shall be presented to Senate.

(c) During a meeting of Senate, the Chairman shall announce to Senate that the Committee has the Report of the Committee on Conduct & Discipline in Consideration of a Sanction for consideration by Senate. The President or President pro tempore shall establish a time after consideration of all business on the agenda at which Senate will enter into Executive Session for the purpose of considering the Report of the Committee on Conduct & Discipline in consideration of a sanction.

(d) The report of the Committee on Conduct & Discipline in Consideration of a sanction shall be read to Senate in Executive

Session, or one Report of the Committee on Conduct & Discipline in Consideration of a Sanction per Senator and Executive Office shall be provided. In the case that a written copy is provided, roll call shall be taken for the purpose of distributing and collecting the Report of the Committee on Conduct & Discipline in Consideration of a Sanction. No Senator or Executive Officer shall leave the meeting room with a Report of the Committee on Conduct & Discipline in Consideration of a Sanction.

(e) A Report of the Committee on Conduct & Discipline in Consideration of a Sanction is not subject to amendment.

(f) With the concurrence of two thirds of seated Senators and Executive Officers, a Report of the Committee on Conduct & Discipline in Consideration of a Sanction shall be adopted.

#### **70.06 Gross or Willful Neglect of Duty**

In the case that a Report of the Committee on Conduct & Discipline with an Article of Impeachment is agreed to that finds a Senator or Executive Officer committed gross or willful neglect of duty, the Senator or Executive Officer shall be expelled from Senate, lose all privileges, rights, and compensation afforded the office. A student expelled from Senate under authority of this section shall be prohibited from becoming a candidate for any Senate office or holding any Senate office.<sup>21</sup>

#### **70.07 Removal of an Executive**

Officer from office under Article V, section 5 of the Constitution

(a) During the last meeting of Senate in fall Semester and week six of spring semester at the time designated on the agenda, the Chairman or, in his or her absence, the Vice-Chairman, of the Committee on Conduct & Discipline shall become President pro tempore. He or she shall announce that under Article V, section 5 of the Constitution, Senate shall vote on whether each Executive Officer is unfit to remain in office.

(b) The President pro tempore shall order the Recording Secretary to call roll of Senators and Executive Officers, each of whom shall receive a ballot printed with the following three questions: The performance and conduct of the President of Senators such that the President is unfit and shall be removed from office. The performance and conduct of the Vice President of Senate is such that the Vice President is unfit and shall be removed from office. The performance and conduct of the Treasurer of Senate is such that the Treasurer is unfit and shall be removed from office. Each question shall be followed by yea, nay, and present.

(c) There shall be fifteen minutes during which roll is called, ballots returned and counted. The Recording Secretary shall count the ballots and the President pro tempore shall confirm the results.

(d) At the end of the fifteen minutes or sooner, the President pro tempore shall announce the results. Upon concurrence of two thirds of seated Senators

and Executive Officers, an Executive Officer shall be removed from office. If the yeas are insufficient to remove an Executive Officer, the President pro tempore shall announce only that the question is not agreed to. Upon concurrence of two thirds of Executive Officers and Senators, or in the case the yeas are sufficient for agreement to the question, the President pro tempore shall announce the number of Senators voting yeas and nays.<sup>22</sup>

(e) The ballots shall be maintained in a secure location accessible only to the Chairman of the Committee on Conduct & Discipline and the Advisor of Senate for a period ending the second week of the following semester.

**70.08 Removal of an Executive Officer or Senator from Office based on Attendance**

(a) Upon a second absence defined by section 40.10, the Senator or Executive Officer shall be removed from office and lose all privileges, rights, and compensations afforded them. A Senator or Executive Officer removed from office under authority of this section shall be prohibited from serving as Executive Officer or Senator for a period of no less than one academic year, excluding summer session, following removal from office.

(b) A Senator or Executive Officer who is removed from office under authority of this section may appeal to the Executive Officers to nullify the removal. Upon concurrence of a majority of Executive Officers, the removal from office shall be nullified. The decision of the Executive Officers to grant or

deny a request to nullify a removal from office authorized under this section may be reversed upon the concurrence two thirds of Senators and Executive Officers.

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<sup>20</sup> The purpose of section 70.02 is to preserve the rights of the students under Article V, section 3 of the Constitution while preserving the right of the defendant from having his or her name associated with improper activity or conduct, the President or President pro tempore shall inquire whether the person wishes to allege improper activity or conduct. If this is the case, then the President or President pro tempore shall instruct the speaker on the appropriate procedure under section 70.02. The President or President pro tempore should do his or her best to prevent the name of the Senator or Executive Officer from being stated except in Executive Session or upon a finding of guilt. (4 June 1998)

<sup>21</sup> The Committee on Conduct & Discipline will have the task of deciding what constitutes gross or willful neglect of duty to Senate. This is the only offense stated in the Constitution and should be reserved for use in only the most serious of offenses. (4 June 1998)

<sup>22</sup> The intent of section 70.06 (d) is to prevent any comparison between the Executive Officers based on the number of yeas and nays received. Also, unless the yeas are sufficient to remove an Executive Officer from office, it is in the best interest of Senate and the Executive Officer that his or her ability to hold office is not compromised by a result that could be damaging or misinterpreted. (4 June 1998)

**Chapter 100****Elections****100.01 Definitions****100.02 Board of Elections, Generally****100.03 Board of Elections, Chair****100.04 Board of Elections, Members****100.05 Board of Elections, Removal****100.06 Board of Elections, Compensation****100.07 Board of Elections, Annual Election Report****100.08 Date of Election****100.09 Candidates, Generally****100.10 Candidates, Application for Candidacy****100.11 Candidates, Extension of Filing Deadline****100.12 Candidates, Replacement****100.13 Campaigning, Generally****100.14 Use of Technology****100.15 Campaigning, Political Parties****100.16 Campaigning, Debates****100.17 Campaigning, Use of Senate Resources****100.18 Campaigning, Prohibited Practices****100.19 Campaign Finance, Generally****100.20 Campaign Finance, Report for Independent Candidates****100.21 Campaign Finance, Reports for Parties****100.22 Campaign Finance, Contribution Limits****100.23 Voting, Generally****100.24 Electronic Voting****(a) Polling locations****(b) Poll workers****(c) Absentee****(d) Electronic ballots****(e) "Write-ins"****(f) Questions and Issues****(g) Ties****(h) Certification of Results and Storage****100.25 Voting, Paper Ballots****(a) Polling locations****(b) Poll workers****(c) Eligibility to Vote for Various Positions****(d) Absentee****(e) Ballots, Generally****(f) Ballots, Unacceptable****(g) Write-Ins****(h) Questions and Issues****(i) Ballots, Counting****(j) Ties****(k) Certifications of Results****(l) Ballots, Storage and Retention****100.26 Removal of Campaign Materials****100.27 Announcement of Results****100.28 Violations of Rules in Chapter 100, Generally****100.29 Appeal of a Decision of the Board of Elections****100.30 Violations of Rules in Chapter 100, Parties****100.31 Violations of Rules in Chapter 100, Candidates****100.32 Violations of Rules in Chapter 100, Collection of Fines****100.01 Definitions**

(a) "Board" shall mean the Board of Elections of Student Senate.

(b) "Campaigning" shall be considered the solicitation of votes by a candidate, or representatives of a candidate or a political party.

(c) "Candidate" shall be anyone who satisfies one or more of sections 9, 10, and 28 of this chapter and may refer to candidates running as a member of a party or independently.

(d) As used in this Chapter, "Committee" shall refer to the committee whose complete name is immediately preceding

the word, unless otherwise stated.

(e) "Election cycle" shall be the period beginning with a post-election finance report filing deadline and ending with the post-election finance report filing deadline of the following election, excluding any special election filing deadline for a post-election report.

(f) "Executive Officer" shall be the Executive Officers of Senate as defined by the Constitution.

(g) "Independent candidate" shall be the candidate and his or her staff and volunteer workers.

(h) "Party," shall include all candidates running as a member of a party as defined in section 14 of this chapter and shall include staff and volunteer workers of the party.

(i) "University" regardless of capitalization, shall mean Ohio University.

(j) As used in this chapter, "member of Senate" shall refer to any Senator, Commissioner, Vice-Commissioner, Executive Officer, Executive Staff Person, Intern or Secretary.

(k) As used in this chapter, "Constitution" shall refer to the Constitution of the Ohio University Student Senate.

**100.02 Board of Elections, Generally**

(a) The Board of Elections shall conduct all Senate elections required by the Constitution of Senate, make available petitions for candidacy, determine eligibility for candidacy, enforce all Rules & Procedures relevant to Senate elections, uphold the Constitution, determine



sanctions for violations of the Rules & Procedures or the Constitution, ensure compliance with University Policy and Procedures and the Student Code of Conduct, conduct hearings for violations and refer violators when appropriate to Judiciaries, report to Senate after each election, publicize and conduct debates, provide various forms, and do whatever is necessary and proper under the Rules & Procedures and Constitution to ensure fair elections.

(b) Quorum shall be four members of the Board.

**100.03 Board of Elections, Chair**

(a) The Executive Officers shall appoint a Board of Elections Chair, with approval of the Student Senate Advisor. The Chair shall be appointed before the end of the tenth week of the immediately preceding a semester in which an election is to be held

(b) The Chairman of the Board shall be an Ohio University student in good standing. The Chairman shall not be a current member of Student Senate, a candidate for a Senate office, actively supporting a candidate for Senate office or have been a candidate in the most recent Senate election. The Chairman shall be nonpartisan, possess a general understanding of Senate, and understand the Rules & Procedures.

(c) The Chairman of the Board shall be interviewed and appointed by the Executive Officers, with preference given to a student who served previously as Chairman or a member of the Board. The

Chairman cannot have served as an Executive Officer or Senator within the academic year, excluding summer sessions.

(d) The Chairman of the Board shall be in regular contact with the Advisor of Student Senate.

(e) The Vice Chair shall be appointed and serve at the pleasure of the Chair of the Board. The Vice Chair shall fulfill all duties of the Chair in their absence.

(f) In the event that the Chairman resigns or is removed from the position, the Vice Chair shall become the Acting Chair of the Board of Elections.

**100.04 Board of Elections, Members**

(a) There shall be six members, excluding the Chairman, appointed by the Executive Officers with the Student Senate Advisors approval before the tenth week of a semester immediately preceding a semester in which an election is to be held.

(b) All members of the Board shall be Ohio University Athens campus full time students in good standing. No member of the Board shall be a current member of Senate, or a candidate for a Senate office or actively supporting a candidate for Senate office. All members of the Board shall be nonpartisan, possess a general understanding of Senate, and understand the Rules & Procedures.

(c) All members of the Board shall sign an oath. The Oath shall be as follows: I (name of Board member) swear that I will uphold the Constitution and

Rules and Procedures of Student Senate. I affirm that I am a full time Ohio University student on the Athens campus in good standing, am not a current member of Student Senate, am not a candidate for a Senate office nor am I actively supporting a candidate for Senate office. I further affirm that I will not release any information pertinent to the election before it is the appropriate time to do so, as stated in the Student Senate Rules and Procedures, or as agreed to by the Board of Elections.

**100.05 Board of Elections, Removal**

Members and the Chairman may be removed by a majority of the Executive Officers, with approval from the Advisor of Senate, for malfeasance, dereliction of duty, violation of the Student Code of Conduct that materially affects the credibility of Senate elections, or for other good cause.

**100.06 Board of Elections, Compensation**

Upon proposal by the Board of Elections, the budget committee will allocate funds to compensate members of the Board of Elections and the Chairman.

**100.07 Board of Elections, Annual Election Report**

(a) The Chairman shall be responsible for a Report of all elections held during his or her tenure. This report must be submitted to the Executive Officers no later than fourteen calendar days after the preceding election.

(b) The Report shall contain the following: all expenditures made by the Board and appropriations made to the Board since the last report; all finance reports submitted; a list of all candidates and the position for which the candidate filed; official results for each candidate, including write-in candidates; samples of campaign material from all candidates available to the Board, such as fliers; all newspaper articles regarding the election; a summary of the conduct of the election, highlighting successful aspects, problems and potential problems, and suggestions for improvement; the signatures of the Chairman and Members certifying that the report is complete and accurate to their knowledge and that the Board has followed all applicable Rules & Procedures; and other information necessary for a thorough accounting of the activities of the Board and the election.

#### **100.08 Date and Time of Election**

The election for all Executive Officers, Senators, and Student Activities Commission Representatives At-Large shall be on the Thursday of the thirteenth week of Spring Semester.<sup>23</sup> The Elections shall be held that Thursday at 8:00am until 7:00pm on the same day.

#### **100.09 Candidates, Generally**

(a) A candidate shall be a currently registered student with a 2.0 accumulative grade point average or higher at Ohio University, Athens Campus.

(b) A student shall not be a candidate for more than one voting Senate position in an

election. It is **not** permissible to be a candidate for Student Activities Commission Representative At- Large and either Executive Officer or Senator.

(c) All candidates, parties, staff, and volunteers are bound by all provisions of the Rules & Procedures, the Constitution, University Policy and Procedure, and the Student Code of Conduct.

(d) A student must be enrolled in the college for which he or she is a candidate to be a Senator. In the case that a student is enrolled in two or more colleges, the college that is listed as the primary college shall be the college the student is qualified to apply to become a candidate

(e) A student must sign in ink a statement declaring his or her intent to live in the area for which he or she is a candidate to be a Senator. No student shall be a candidate for Senator for Off-Campus Housing if the student will not have the University required number of credit hours to be eligible to live off campus beginning the following fall semester.

#### **100.10 Candidates, Application for Candidacy**

(a) Applications for each office shall be made available by the Board to the student body by 5:00 PM of the Friday of the **fifth** week in which classes are in session, of the semester in which the elections are held.

(b) Applications must be filed on or before 5:00 PM on the Thursday during the **eighth** week of the semester that an election is being held.

(c) A completed and valid

application must include the signatures in ink of the student who wishes to be a candidate for office. The student's signature shall mean the student understands, accepts, and is bound by the Rules and Procedures of Senate, the Senate Constitution, and Student Code of Conduct, and will abide by all rules, terms, and requirements therein contained. The student's signature shall signify the candidate's consent to allow the Advisor of Senate to review the student's academic record as necessary to certify candidacy. If an application is determined invalid by the Board, the student's name shall not appear as a candidate on the ballot. The Chair shall notify the student within 48 hours of notification of invalidation. A student shall bear the burden of proof for all claims made on the application for candidacy.

(d) An application shall include a section on background information, including, but not limited to, name, address, college, grade point average, PID number, telephone number, E-mail address; a petition of **twenty-five** signatures; a list of campaign rules and procedures; information regarding important dates, and finance report forms.

(e) An applicant for candidate for Executive Officer shall submit an application petition bearing in ink at least seventy-five signatures of currently enrolled Ohio University, Athens Campus, students. Extra signatures will not be penalized.

(f) An applicant for candidate for Senator for Student Activities Commission Representative At-Large shall submit an application petition bearing in ink at least twenty-five signatures of currently enrolled Ohio University, Athens Campus, students. Extra signatures will not be penalized.

(g) The Board may request information including, but not limited to, registration status, address, grade point average, and other information pertaining to qualification for candidacy. An applicant for candidacy shall have five calendar days in which to comply with a request for information.

(h) An applicant shall not submit information that is untruthful or misleading.

(i) An Applicant is responsible for validation of all signatures on application sheets. Consistent with 100.10(e) and (f), the applicant may obtain extra signatures to ensure compliance with this section.

(j) Upon completion of all required materials, the Board reserves the right to announce parties, candidates, and independent candidates' candidacy prior to campaigning, but only to members of the press.

#### **100.11 Candidates, Extension of Filing Deadline**

The Board may grant extensions to deadlines of sections 10(b) and 10(g) of this chapter for reasons including, but not limited to, emergency hospitalization or a death in the applicant's immediate family. The Board shall not grant extensions for reasons including,

but not limited to disorganization, insufficient number of valid signatures, class or work schedule conflicts, or ignorance of the Rules & Procedures and the various deadlines established by the Rules & Procedures and the Board. Any extension shall be requested in writing. The requests shall contain the reason for the extension request and shall be signed by the candidate in ink. The Board shall decide whether to grant the extension within one calendar day of receipt of the request. The Board shall notify the President of Senate in writing of the receipt of a request and the Board's decision.

#### **100.12 Candidates, Replacement**

In the case that a candidate, running as a member of a party must withdraw from candidacy due to withdrawal from the University during the period between the date the candidate is certified and seven calendar days prior to the date of an election, the party may replace him or her with a candidate who satisfies the requirements of section 9 of this section.

#### **100.13 Campaigning, Generally**

(a) Posters, flyers, television or radio commercials, or other non-personal methods of campaigning, which involve the expenditure of campaign funds and which names one or more candidate for office, shall be prohibited prior to twenty-four days from the Wednesday of the election. This section shall not be interpreted as a prohibition against fundraising for a party or independent candidate. Parties, independent candidates, or other entities may solicit student

membership through the use of posters, flyers, television or radio commercials, or other non-personal methods of campaigning provided that such methods do not name a political party or candidate, or name a specific campaign issue.

(b) Parties, candidates, independent candidates, and other individuals and entities may post flyers, posters, air television or radio commercials, and use other methods of campaigning and communication which have the express purpose of affecting the outcome of an election or soliciting votes or support for a candidate or party only during the **twenty-four** calendar days immediately preceding the Wednesday of the election.

(c) Parties, candidates, independent candidates, student organizations, individuals, faculty, university officers, community organizations, and other individuals and entities are prohibited from engaging in the solicitation of a vote or support, regardless of whether it is for a particular candidate or party, in return for which compensation, financial or otherwise, is granted, promised, suggested, or implied. Compensation shall be considered any item, whose fair market value is in excess of **\$4.00 in United States currency**. Actual currency may not be given out at any time. The Board shall make all determinations of the value of said items. Parties, candidates or other entities shall submit all records of purchase or any other information requested by the Board within 24 hours of notification by the Board of such a request. The Board of Elections may provide an item with a value of \$1.00 or less to a student who votes so long as the item does not benefit a particular

group or constituency. The Board of Elections shall do everything within its power to enforce this section. A violation of this section may be sufficient basis for declaring an election or race invalid.<sup>24</sup>

(d) Negative campaigning is prohibited. The general parameters of what shall constitute negative campaigning shall include statements, which are false and defamatory, or malicious actions directed against another candidate or party. At no time shall the Board infringe upon a candidate's rights under the First Amendment of the United States Constitution or the Student Code of Conduct. The Board shall make all determinations on allegations of negative campaigning on a case by case basis.

#### 100.14 Use of Technology

- (a) Pertaining to Web Pages: i. No campaign-related material, including web pages, instant message profile links or icons, and social networking groups shall be allowed on the web until **twenty-four (24)** days before the Thursday of the election.
- ii. No University-owned computers (with the exception of a student's personal residence hall computer) shall be set to default a candidate's web page, social network group, or other campaign-related documents at any time.
- (b) Pertaining to Electronic Communication:
- i. A candidate may contact other members of his or her party, organization, or staff via electronic communication for any purpose.
- ii. Parties, candidates, independent candidates, and other entities may use electronic communication to contact non-

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party members for the purpose of soliciting student membership only, but not to campaign or garnish votes in any way until **twenty-four (24)** days before the Wednesday of the election.

iii. E-mail lists (listservs) reserved for the use of Student Senate members may not be used to advance the candidacy or campaign of any individual or political party.

#### 100.15 Campaigning, Political Parties

(a) A Declaration of Party form must be completed and submitted to the Board by the filing deadline in order for candidates to campaign as members of that party and for that party name to appear on the ballot.

(b) A party must be a registered student organization as determined by the Student Activities Office by the filing deadline. A party whose petition for registered student organization status is denied or returned for defects in the application after the filing deadline shall be prohibited from campaigning as a party and all candidates listed as members of the party shall be independent candidates.

(c) No candidate shall campaign as a member of a party prior to the party having submitted an application for student organization status and submitting to the Board a Declaration of Party form. No party name shall be listed on the ballot if the Board does not receive a Declaration of Party form on or before the filing deadline.

(d) The Declaration of Party form shall include: the name of the party as it is to appear on the

ballot; the name, address and telephone number of the President or Party Chair, Treasurer, and other officials of the party; names and signatures of all candidates wishing to campaign as members of the party; a summary of the party's purpose; and the signature of one of the party officials whose name appears as an officer of the party, certifying the party has filed with the Student Activities Office as a student organization and will abide by all rules applying to registered student organizations and the Rules & Procedures.

(e) Party name shall appear next to individual names on the ballot so long as they are not profane or degrading to any person or group as determined by the Board.

(f) Two or more candidates may not present themselves as a party unless they are declared as a party. Two or more candidates whose names appear on flyers, clothing, buttons, and their campaign material shall be interpreted as running as a party.

#### 100.16 Campaigning, Debates

(a) The Board shall conduct at least one debate and shall allow all Executive Officer candidates the opportunity to debate. The Board, in consultation with and active participation of all Executive Officer candidates, shall determine the format. The Board may agree to more than one debate, allowing only candidates for a given office to participate.

(b) Candidates are prohibited from participating in a debate within two calendar days of an election.

(c) In addition to any debate organized by the Board, candidates may agree to a debate sponsored by an organization other than the Board, provided that the debate is in accordance with 100.15(b)

#### **100.17 Campaigning, Use of Senate Resources**

(a) An independent candidate or party may use a Senate account for items or services including, but not limited to, newspaper and radio advertising, if any such account exists and if the rates are less than that which otherwise would be available.

(b) Payment for an item or service under this section shall be made at the time the item or service is ordered.

(c) A check returned for insufficient funds shall be considered theft of Senate resources.

(d) This section shall not be construed to allow an independent candidate or party to use resources available to Senate when it is merely more convenient, including, but not limited to computers, charging duplication expenses to Senate, or reserving rooms or facilities under Senate's name.

#### **100.18 Campaigning, Prohibited Practices**

~~No candidate, party, supporter, or otherwise shall write, draw, or deface the campus, city, public, or private walkways, roadways, or buildings with paint, or other material, at any time or any place. This section shall not prohibit the painting of any surface designated for this express purpose by Ohio University.~~

#### **100.19 Campaign Finance, Generally**

(a) Parties or independent candidates with funds from previous election periods shall submit to the Board a finance report in accordance with sections 100.10 and 100.20 as applicable within five calendar days of the filing deadline.

(b) If a party or independent candidate has knowledge of unauthorized expenditures of funds that are intended to affect the outcome of an election, the party or independent candidate must immediately notify the Board.

(c) Students, parties, and student organizations shall not use University provided funds such as funding from the Student Activities Commission to support or oppose a candidate, ballot question, or constitutional amendment. Nothing in this Section shall be construed to prohibit Student Senate from engaging in political activity, including expenditure of funds from the General or Student Activities account regarding constitutional amendments or ballot questions or for activities intended to increase voter turnout.

d) All parties and independent candidates shall submit a finance report by 5:00 PM five calendar days after the Thursday of the election regardless of whether the party or candidate received contributions or made expenditures. Finance report forms shall be provided with the petition for candidacy. The use of a form provided by the Board is not required as long as the form contains all information

required by the Rules & Procedures of Senate.

(e) A loan to a candidate or party is prohibited. This section shall not prohibit a campaign or party from allowing an individual from making a purchase for which reimbursement is expected and made within four calendar days. In the case that the four calendar day limit in this section is exceeded, the Board shall determine the expenditure to be either an in kind contribution subject to section 100.21 or a loan in violation of this Section.

(f) The Board shall have the power to review any and all financial records at any time that are involved in the conduct of a campaign, including organization financial records, if it has reason to believe that the records may contain evidence of a violation of the Rules & Procedures, Constitution, Student Code of Conduct, or University Policy and Procedure.

(g) No party, candidate, or independent candidate shall report false, untruthful, misleading, or inaccurate information required by sections 18, 19, and 20 of this chapter.

#### **100.20 Campaign Finance, Reports for Independent Candidates**

(a) An expense form shall include the name of the candidate and office sought; date of expenditure; to whom paid; description of expenditure; and amount of expenditure. All expenses shall be itemized.

(b) A contribution form shall include the name of the candidate and the office sought date of receipt of contribution;

from whom received; form of contribution; and amount received.

(c) A fundraiser income and expense form shall include the information requested for expense and contribution form. The expenditures related to the fundraising event shall be deducted by the amount received at the fundraiser and this amount shall be reported on the cover page. A contribution in excess of \$10.00 received at a fundraiser, or received in exchange for any item shall be itemized. In the case that an in-kind service is provided in exchange for a contribution, the fair market value of the service performed shall be used to determine the amount of the contribution for the purpose of his subsection.

(d) An in-kind contribution form shall include the name of the candidate and the office sought; date of receipt of the in-kind contribution; from whom received; form of contribution; and value of the contribution.

(e) A cover page shall report the name of the candidate and office sought; subtotals from the expense, contribution, and fundraiser sections of the report; a total of expenditures and income; the signature of the candidate and the date of signature.

#### **100.21 Campaign Finance, Reports for Parties**

(a) Individual candidates who ran as a member of a party are not required to submit individual finance reports.

(b) A finance report shall be provided with the petition for candidacy.

(c) An expense form shall include the name of the party; date of expenditure; to whom paid; description of expenditure; and amount of expenditure.

(d) A contribution form shall include the name of the party; date of receipt of contribution; from whom received form of contribution; and amount received.

(e) A fundraiser income and expense form shall include the information requested for expense and contribution forms. The expenditures related to the fundraising event shall be deducted by the amount received at the fundraiser and this amount shall be reported on the cover page. Any contribution in excess of \$10.00 received at a fundraiser, or received in exchange for any item shall be itemized. In the case that an in-kind service is provided in exchange for a contribution, the fair market value of the service performed shall be used to determine the amount of the contribution for the purpose of this subsection.

(f) An in-kind contribution form shall include the name of the party; date of receipt of the in-kind contribution; from whom received; form of contribution; and value of the contribution.

(g) A cover page shall report the name of the party; the names and offices sought of all candidates who ran as a member of the party; subtotals from the expense, contributing, and fundraiser sections of the report; a total of expenditures and income; the signature of the party treasurer; and the date of signature.

#### **100.22 Campaign Finance, Contribution Limits**

(a) No candidate, party, student, family member of a candidate, organization, or other person or entity may contribute more than \$200 or any in-kind contribution for which the reasonable assigned value is in excess of \$200 to a party organization or candidate during an election cycle in which an election is held. Items that count toward the contribution limit include direct contributions the difference between the amount contributed to a party or independent candidate less the value of an item received in exchange for the contribution and value of in-kind contributions.

(b) An independent candidate for an executive campaign shall not raise more than \$1,000. An independent candidate for a non-executive position shall not raise more than \$650 for an election. An independent executive party shall not raise more than \$1950 for an election. A Party with executive candidate(s) shall not raise more than \$1950 + \$200 per non-executive candidate member. A party without any executives shall not raise more than \$750 + \$500 per non-executive ticket members. The official numbers for campaign finance limits for individual parties will be sent to a single designated representative of each official party by the board of elections the night of the date that applications are due. This will be the set amount of campaign funds for the entire election, unless a candidate of a party has an accepted request for an extension on their filing deadline. Independent candidates or tickets will not be notified of their campaign funding limits as they are preset.

#### **100.23 Voting, Generally**

(a) The primary voting medium shall be electronic and will follow the rules as expressed in section heading: 100.24

(b) In the case of failure of the electronic voting system, the Board will convene to determine an appropriate course of action.

### 100.24 Electronic Voting

(a) Polling locations:

i. A polling location shall be defined as a computer connected to the internet that has been advertised as a place to vote.

ii. A University Computer facility shall be defined as a group of four (4) or more University computers gathered in one location. Residence halls shall not be considered a University computer facility.

iii. Voting may take place on a personal computer, at any University Computer facility, or at the specified polling locations.

iv. Specific polling locations shall include, but are not limited to, Baker University Center; subsequent locations shall be left to the discretion of the Board. Polling locations shall be open from 8:00 AM to 7:00 PM. v. The Board shall determine and advertise, at least seven (7) days in advance, the hours of operation for polling locations as necessary and proper.

vi. No candidate or campaign may display campaign materials or solicit support within fifty (50) feet of any University computer facility or other designated polling location on election day. Campaigning in residence halls shall be compliant with the Guide to Residential Living.

(b) Poll workers:

i. The Chairman of the Board of Elections shall be responsible for hiring poll workers as necessary. Poll workers will be hired through the Office of Financial Aid. A meeting shall be arranged by the Board with all poll workers before the election to explain voting procedure.

ii. No poll worker shall be a current member of Student Senate, a candidate for a Senate office or actively supporting a candidate for a Senate office.

iii. Senate shall determine the method and amount of compensation before poll workers are hired.

(c) Absentee:

i. There shall be no absentee ballots, as all voting is accessible through the World Wide Web, allowing voting from remote locations.

(d) Electronic ballots:

i. The Board of Elections shall submit names of candidates and/or parties to the proper contracted IT personnel for the formation of the electronic ballot.

ii. Representatives of each party and/or independent candidates will be given the opportunity to review the ballot to ensure that all individuals' names, party affiliation and positions are correctly listed prior to election day.

(e) –Write-in||:

i. There will be prompts available for a voter to submit the name of a –write-in|| candidate.

ii. –Write-in|| candidates must meet the requirements of Section 9 of this chapter and shall have at least two votes.

(f) Questions and Issues:

i. All ballot questions and proposed Constitutional

amendments submitted by Student Senate shall be included on the electronic ballot in accordance with the Constitution and Rules & Procedures.

ii. Students may place Constitutional amendments and ballot questions on the electronic ballot by petition. A petition must be approved by the Board prior to circulation or the petition shall be declared invalid and the proposed Constitutional amendment or ballot question shall not appear on the electronic ballot. The petition must have signatures and date of signature of at least ten percent of the student body. Each signatory must be a student in good standing at Ohio University, Athens Campus. Illegible signatures shall be invalid. Signatories may print the name of the signatory next to the signature if the signature is illegible. A completed petition must be submitted to the Board no later than forty-five (45) days from an election in order to be placed on the electronic ballot for that election.

(g) Ties:

The Board shall break all ties by lot in the presence of the candidates who tied or a representative of each party affected, except in the case of a tie in an officer position, in which case the Board shall conduct a special election open only to the candidates who tied.

(h) Certification of Results and Storage:

i. All election results shall be unofficial until all grievances presented to the Board are solved, financial reports verified to the satisfaction of a majority of Board members, and all fines, if applicable, paid by the party or independent candidate, or in such a case where a fine is no longer valid. The Board shall

maintain records including official results in perpetuity.

ii. After the results are official, paper copies of the election results shall be stored in a secure location in the Student Senate office and with the Advisor of Student Senate for at least one semester after the elections, excluding Summer Sessions.

(i) Access to electronic results: Access and viewing privileges to electronic voting results prior to the certification by the Board shall be limited to the Chair of the Board of Elections, the Advisor of the Board of Elections, and as few University IT professionals as possible.

#### **100.25 Voting, Polling Locations**

(a) Polling Locations: Baker University Center Atrium and any additional locations deemed necessary and proper by the Board of Elections shall be polling locations.

ii. The Baker University Center Atrium polling locations shall be open from 8:00 AM to 7:00 PM. The Board shall determine the hours of operation for additional polling locations as necessary and proper.

(b) Poll Workers:

i. The Board of Elections shall be responsible working polls as necessary.

(c) Eligibility to Vote for Various Positions:

i. A student who lives in Off-Campus Housing shall not vote for a Senator for East, South, or West Green. A student who lives on-campus shall not vote for a Senator for Off-Campus Life.

ii. Eligibility in voting for positions that represent students

based on residency shall be determined by the voter at the time of the current election.

iii. The Board shall direct a student to vote only for the Senator of the college in which the student is enrolled. The Board shall determine eligibility based on a list of students that lists the college in which each student is enrolled.

iv. At no time shall a student vote for more than one category of Senators elected based on residence or for more than one category of Senators elected based on enrollment in a college.

v. For the purposes of this section, all references to candidates in the singular may also mean the plural as applicable for positions for which a student may vote for more than one candidate.

(d) Ballots, Generally

i. The Board of Elections, working with the Office of Information Technology shall be responsible for the creation of electronic ballots for the election. There shall be at least two (2) versions of a ballot containing candidates for two or more parties, with each version having a different candidate order.

(e) Ballots, Unacceptable Ballot sections shall be void if there are more than the maximum number of votes permitted of any one office, if the ballots are illegibly or incorrectly marked, if a voter is found to be ineligible, or if a ballot is marked in a manner that violates section 24(b).

(f) Write-Ins

Spaces for write-in candidates shall be provided on the ballots. A write-in candidate must meet all of the requirements of

Section 9 of this chapter and shall have at least two votes.

(g) Questions and Issues: i. All ballot questions and proposed Constitutional amendments submitted by Student Senate shall be included on the electronic ballot in accordance with the Constitution and Rules & Procedures.

ii. Students may place Constitutional amendments and ballot questions on the electronic ballot by petition. A petition must be approved by the Board prior to circulation or the petition shall be declared invalid and the proposed constitutional amendment or ballot question shall not appear on the electronic ballot. The petition must have signatures and date of signature of at least ten percent of the student body. Each signatory must be a student in good standing at Ohio University, Athens Campus. Illegible signatures shall be invalid. Signatories may print the name of the signatory next to the signature if the signature is illegible. A completed petition must be submitted to the Board no later than forty-five (45) days from an election in order to be placed on the electronic ballot for that election.

(h) Ballots, Counting:

Ballots shall be counted by the Board and poll workers after polls close on the thursday of the election. No unauthorized persons shall be allowed in the ballot counting rooms.

(i) Ties:

The Board shall break all ties, after a recount, by lot in the presence of the candidates who tied or a representative of each party affected, except in the case of a tie in an officer position, in which case the Board shall



conduct a special election open only to the candidates who tied.

(j) Certification of Results All election results shall be unofficial until all grievances presented to the Board are solved, financial reports verified to the satisfaction of a majority of Board members, and all fines, if applicable, paid by the party or independent candidate, or in such a case where a fine is no longer valid. The Board shall maintain records including official results in perpetuity.

(k) Ballots and Retention: After the results are official, the Board shall transfer all information to the Advisor of Senate. The ballots shall be stored in securely for at least one semester after the elections, excluding Summer Sessions.

#### **100.26 Removal of Campaign Materials**

(a) Within five calendar days of an election, all parties and independent candidates shall remove all campaign materials from any surface on University property. This shall include, but not be limited to, any fliers, signs or banners hung on bulletin boards, stairwells, or any other surface in public areas.

(b) Upon receipt of a complaint regarding the failure of a party or independent candidate to remove campaign materials from University property, the Board of Elections shall make a determination of whether it was a willful violation or accidental violation on a case-by-case basis.

(c) If the Board determines that the failure to remove campaign materials was willful on the part of the party or independent

candidate, then the offense will be covered under Section 100.39(b) or 100.40(b).

(d) If the Board determines that the failure to remove campaign materials was accidental, then the Board may allow the party or independent candidate another 24-hour grace period to remove the materials, and/or issue other disciplinary action under Section 100.39(c) or 100.40(c).

#### **100.27 Announcement of Results**

(a) After the ballots are counted and votes tallied, the unofficial result shall be announced. The Board shall announce the unofficial results to the public. A list of the unofficial results shall be available within one hour after the unofficial results are announced.

(b) Partial results may be released at the discretion of the Board. The Board Chair or his or her designee shall call all parties or independent candidates with partial results in accordance with section 100.35(a).

(c) After the results become official, the Board shall make the official results available to the public, including the media.

#### **100.28 Violations of Rules in Chapter 100, Generally**

(a) Any member of the University community may present written complaints alleging election rule violations to the Board no later than five calendar days after the alleged violation. The Board shall issue a decision within five calendar days after a written complaint has been properly submitted.

(b) The Board shall determine the validity of the written

complaint and may conduct hearings; subpoena candidates, members of a candidate's campaign organization, party officials and workers, and others; gather evidence; and other actions as necessary and proper within the Rules & Procedures, Constitution, University Policy and Procedure, and the Student Code of Conduct.

(c) The Board shall ensure compliance by candidates, their campaign staff, volunteers, or others materially involved, responsible, or otherwise affecting the conduct or outcome of a Senate election.

(d) All fines shall be paid to Student Senate within 10 calendar days after the end of the election. If an independent candidate fails to pay a fine that candidate shall forfeit his or her election. If a party fails to pay a fine, no candidate from that party shall be permitted to take office. All fines levied against a candidate from a party shall be levied against the party as a whole.

(e) In addition to any penalty contained in sections 17 and 18 of this chapter the Board may refer the candidate to the Office of Judiciaries.

(f) In the case a candidate is a current Senator or Executive Officer, the Committee on Conduct & Discipline shall consider the alleged violation with all deliberate speed.

(g) A student who is not affiliated with a candidate or party, or is not acting as an agent of a candidate or party, and violates any section of this chapter, may be referred to the Office of Judiciaries. The Board

shall determine the affiliation of the suspect.

### **100.29 Appeal of a Decision of the Board of Elections**

(a) A party, candidate, or independent candidate may appeal any decision of the Board of Elections, in writing to the President of Senate.

(b) The appeal must be received within five calendar days of notification of the Board of Election's decision.

(c) Individual candidates must submit separate appeals to the President of Senate, and parties may not submit an appeal on behalf of an independent candidate.

(d) Upon receipt of an appeal of a decision of the Board of Elections, the President shall convene a special Committee on Election Appeals, consisting of not less than four, or more than seven seated senators or executive officers who are not candidates in the election. It is preferred that graduating seniors are placed on the committee. The committee shall meet within five days of receiving the written appeal.

(e) The President shall serve as the chair of the Special Committee. In the case that the President is a candidate in the election, then the President shall appoint the highest-ranking member of Senate who is not a candidate in the election to serve as the chair of the Special Committee.

(f) The Chair of the Special Committee on Election Appeals may vote only in the case that his or her vote would determine the result, consistent with Section 30.02 (c).

(g) The purpose of the Special Committee on Election Appeals shall be to evaluate the appeal, determine if the Board of Elections made an error in judgment or interpretation of the Student Senate Rules & Procedures, or if there are mitigating circumstances surrounding the violation in question.

(h) If the Special Committee on Election Appeals finds mitigating circumstances in regard to a violation, it may reduce the degree of the violation or overturn the ruling of the board, as in concurrence with section 100.39 (g) and 100.40 (f).

(i) The Special Committee shall vote on the appeal with quorum present and with the assent of a majority of the Special Committee, an appeal may be reduced, overturned, or upheld as the Special Committee sees fit as stated in section 100.38 (o). The Special Committee must inform the candidate or party of their decision within 24 hours of voting. The decision of the Special Committee is final and not subject to further appeal.

### **100.30 Violations of Rules in Chapter 100, Parties**

(a) A party that violates sections 10(h), 13(c), 14(b)iii, 15(f), 17(b), 17(c), 17(d), 19(a), 19(b), 19(c), 19(d), 19(e), 19(f), 19(g), 21(a), 21(b), 21(c), 21(d), 21(e), 21(f), 21(g) of this chapter shall be guilty of a first degree violation and subject to a fine not less than \$100.00 nor greater than \$200.00, or disqualification from candidacy, or both.

(b) A party that violates sections 13(d), 16(b), or 22 of this chapter shall be guilty of a

second degree violation and subject to a fine not less than \$25.00 nor greater than \$100.00.

(c) A party that violates sections 10(g), 13(a), 13(b), 14(a), 14(b)i, 14(b)ii, 15(a), 15(b), 15(c), 20(a), and 24(a)vi, 25(a)iii of this chapter shall be guilty of a third degree violation and subject to a fine no more than \$5.00, or a written warning, or both. A written warning shall be presented to the candidate, the party, if applicable, and the President of Senate.

(d) A party that violates any section of this chapter of which no penalty is specified in this section shall be guilty of a third degree violation and subject to a fine no more than \$25.00, or a written warning, or both. A written warning shall be presented to the candidate, the party, if applicable, and the President of Senate.

(e) A party that violates any section of this chapter and shows willful or malicious disregard, or a pattern of disregard of the Rules & Procedures, the Constitution, or the Student Code of Conduct, shall be guilty of the appropriate violation with the specification of this Section and subject to a fine not less than \$100.00 nor greater than \$200.00, or disqualification from candidacy, or both.

(f) The Board may assign primary and secondary culpability to a party and a candidate of a party, and may impose a sanction determined appropriate by the Board to both the candidate and party. The penalty of a violation shared by a party and a candidate shall not be greater than that which is imposed by the provisions of this section.

(g) If the Board finds mitigating circumstances in regard to a violation, it may reduce the degree of the violation.

(h) If a candidate who is a member of a party does not pay a fine, the party must pay the fine within ten calendar days after the election or all members of the party shall be disqualified from candidacy.

#### **100.31 System of infractions**

(a) The violations are divided into categories of increasing severity; more severe infractions are punished more harshly.

#### **100.32 Violations of Rules in Chapter 100, and Sanctions**

(a) Class A violations. Any party or candidate in violation of a class A infraction is disqualified from the election. Class A violations are:

- i. Providing false or misleading information as per 100.10(h).
- ii. Offering compensation or items of value in return for votes, as per 100.13(c).
- iii. Using university provided funds for the benefit of their campaign, as per 100.19(c).
- iv. Taking out a loan from a financial institution, as per 100.19(e)
- v. Providing false or misleading financial information to the Board as per 100.19(g)
- vi. Campaigning without having submitted a party declaration for to the board, as per 100.15(c).
- vii. Failure to pay fines assessed by the Board by the designated deadline

(b) Class B violations. Any party or candidate in violation shall surrender the excess generated plus a fine if the board deems it necessary. The class B violation is:

- i. Exceeding campaign contribution limits

(c) Class C violations. Any party in violation of a Class C violation incurs a fine between \$100 and \$300; any candidate in violation of a Class C violation incurs a fine between \$20 and \$60. The class C violations are:

- i. Utilizing an academic listserv as per 100.14(b)iii
- ii. Two or more candidates acting as party, as per 100.15(f)
- iii. Using Student Senate resources as per 100.17(b), 100.17(c), and/or 100.17(d)\* clarify later
- iv. Published negative campaigning, in the form of public media, such as newspaper ads, the Internet or radio.
- v. Pre-campaigning
- vi. A party that is campaigning while not a valid student organization, as per 100.15(a) and/or 100.15(b)
- vii. Publicly displaying campaign materials within fifty feet of a polling place on Election Day.
- viii. Excessive, frivolous appeals to the board of elections

(d) Class D violations. Any party in violation of a Class D violation incurs a fine between \$50 and \$100; any candidate in violation of a Class D violation incurs a fine between \$10 and \$20. The class D violations are:

- i. Failing to disclose remaining funds from a previous election cycle, as per 100.19(a).
- ii. Failing to notify the Board of unauthorized use of funds, as per 100.19(b).
- iii. Failing to submit a finance report by the deadline, as per 100.19(d).
- iv. Failing to disclose fundraising activities to the Board, as per 100.21(e).
- v. Failing to disclose any in-kind donation to the board, as per 100.21(f).
- vi. Spoken negative campaigning.

(e) Class E violations. Any party in violation of a Class E violation incurs a fine no greater than \$50; any candidate in violation of a Class E violation incurs a fine no greater than \$10. The class E violations are:

- i. Holding a public debate within 24 hours of Election Day, as per 100.16(b)
- ii. Misuse and/or abuse of electronic communication, as per 100.14(b)ii
- iii. Failing to submit an expense form as per 100.20(a) and/or 100.21(c)

(f) Class F violations. Any party in violation of a Class F violation incurs a fine no greater than \$10; any candidate in violation of a Class F violation incurs a fine no greater than \$2. The class F violations are:

- i. Failing to provide the Board with requested information within 5 Calendar days, as per 100.10(g).
- ii. Placing flyers on inappropriate surfaces

**100.33 Repeat offenses and special circumstances**

(a) Any party found to be grossly or maliciously violating these rules shall incur an additional fine not to exceed \$200. Any independent candidate found to be grossly or maliciously violating these rules shall incur an additional fine not to exceed \$40.

(b) Reiteration with regard to pre-campaigning. Once something is identified as pre-campaigning, it will be treated as a new instance of such for every seven days it remains on display

(c) Repeat offenses. For each repeat offense, excepting Class F, shift the class up by one letter.

(d) Special cases. The board retains the right to lessen a sanction for special circumstances. Abuse of this section is a Class C offense

(e) Fines may be divided among multiple candidates or parties as the Board sees fit.

(f) a party or candidate may dispel their fines by withdrawing from the election at anytime, up until 48 hours before the beginning of election day, after withdrawing they cannot undo their withdrawal.