

# University of Houston-Downtown

## Student Government Association Constitution

University of Houston - **Downtown**



STUDENT GOVERNMENT ASSOCIATION

Revised Fall 2017

## **Preamble**

### **Article I**

#### The Legislative Branch

##### **Section. 1.**

All legislative powers herein granted shall be vested in the Senate of the University of Houston – Downtown Student Government Association.

##### **Section. 2.**

The Senate shall be composed of members chosen every year by popular vote by the students of the respective colleges and classifications within the University of Houston – Downtown.

No student shall hold the position of Senator who has not maintained a minimum requisite GPA of 2.5, or who is not a declared major in the college from which he or she was elected.

The number of Legislative positions maintained by the Senate will consist of a total of 25. There shall be 10 Senior Senators which shall be divided into pairs to represent each of the five, respective Colleges, and 15 Junior Senators for the Student Body at-large.

When vacancies occur in the College Senator positions, the Speaker of the House of the University of Houston – Downtown’s Student Government Association may appoint, with two-thirds percent approval of the Senate, members of the student body to fill such vacancies.

Vacancies in the positions of Junior Senators, however, will be appointed by and confirmed by a fifty-one percent vote through the Senate for the remainder of the year.

The Senate shall choose, by solely internal means, its Speaker.

The Senate shall maintain, with two-thirds confirmation, the sole Power of Impeachment, over any officer of the Student Government Association, and no person may be convicted without two thirds of all Legislators’ approval.

Judgment in cases of Impeachment shall not extend further than the removal of the convicted from his or her respective office.

No member of Senate may serve in any other branch in government, with exception to Department participation; however cross-branch collaboration is strongly encouraged.

##### **Section. 3.**

The Senate is required to hold a minimum of five assemblies per regular semester, and two for summer sessions.

##### **Section. 4.**

Every bill passed by the Senate shall go before the President of the Student Government Association. If the President approves of the bill he or she shall sign it, and if not he or she shall return it, with his or her objections, to the Senate for reconsideration. If after reconsideration, two thirds of the Senate agrees to its passage then, as though met with the approval of the President, the bill shall become a Resolution or By-Law among the Student Government

Association. If any bill is not returned by the President within ten days after it has been presented to him or her, then it will become, as though met with disapproval, a vetoed Resolution or By-Law.

#### **Section. 5.**

The Senate shall have the power to distribute and allocate the Student Government Association's funds. The funds maintained shall be distributed solely in the instances of the maintenance of Student Government, Student Government projects and events, and stipends paid out to Student Government officials. The budget of the Student Government Association of the University of Houston – Downtown must be approved by the Senate.

The Senate shall have the power to make any and all By-Laws necessary, bound only by the limitations provided by this Constitution.

The Senate shall have the power to make any and all Resolutions necessary, bound only by the limitations provided by this Constitution and its By-Laws.

#### **Section. 6.**

The position of the Speaker of the Senate shall be established. This shall be held by an open-election and shall be recruited from one of the available Senators. The incoming elected senators (senior senators) shall appoint a Pro-Tem Speaker until the selection of the formal Speaker concludes. The Speaker maintains the position, duties, and powers of a Senator while simultaneously assuming the position, duties, and powers of the Speaker.

The formal Speaker Candidate shall be selected from the Speaker Elections. The Speaker Candidate will then be approved of by the Senate with at least fifty-one percent approval of the Senate. The formal Speaker should be established promptly within the Academic Year.

Among the duties associated with the position is the calling of regular legislative sessions, the recruitment of Chairmen for all Committees, and to serve as Chairman of all General Assemblies or to appoint a temporary Chairman of a General Assembly in his or her absence.

Among the powers associated with the position is the ability to appoint all Committee heads, the power to set the agenda for every regular legislative session, and the power to establish Ad-Hoc Committees.

Should the Senate feel that a Speaker is no longer serving the best interest of the Senate; a Vote of No Confidence may be called to resolve the matter. The Vote of No Confidence will conclude with fifty-one percent or more of the Senate either reconfirming the Speaker or moving to establish a new Speaker.

#### **Section. 7.**

As the Senate sees fit to do so, Committees may be established to focus Legislative man-power and resources toward certain issues and concerns. The end goal of each respective Committee is to research the concerns of the respective subject of the committee, and, if problems or opportunities are found, to seek out solutions, to be put forth in Legislation, to help resolve the issues or exploit the opportunities. Each Committee will be headed by a member of the Student Body appointed by and held accountable to the Speaker of the Senate. Every Committee

requires a minimum of one member to chair it, and a statement of intent to provide guidance and focus to the Chairman and his or her fellow Committeemen

Every appointed Committee Chairman shall be met with fifty-one percent approval of the Senate.

Standing Committees may be established or redacted by the Senate through the passing of By-Laws. These are established with the intent of addressing issues that are perceived as requiring an indefinite length of time and attention.

Ad-Hoc Committees are established by the Speaker of the Senate at his or her discretion. Each respective Ad-Hoc Committee shall remain active until either the Speaker feels that one has run its course, and dissolves it, or until a new Senator assumes the position of Speaker and fails to renew a respective Ad-Hoc Committee.

All Committee Chairmen have the responsibility to maintain regular meetings, which all interested parties are made aware of.

All Committee Chairmen have the power to recruit and manage their respective Committee members from any interested parties, even non-Officers. This includes the ability to establish and eliminate sub-committees with the intent of addressing more specific concerns.

## **Article. II**

### **The Executive Branch**

#### **Section. 1.**

The Executive power shall be vested in a Student Body President. Together with the Vice President, he or she shall establish and hold his or her office during the term of a year by means of popular vote on behalf of the student body.

In case of the removal of the President from his or her office by any means that render him unable or illegitimate, then all powers shall be assumed, through Chain of Succession, by the Vice President, and then the Student Defender.

#### **Section. 2.**

The President shall be able to delineate command and procedure, by means of Executive Orders, to his or her cabinet members and all those further subordinate to them.

Executive Orders may not be extended outside of the Executive Branch.

The President may, on special occasions, convene the Senate to a Special Assembly in which he or she sets the Agenda.

The cabinet positions shall wield the power and responsibility to establish subordinate positions within their Departments to assist in the fulfillment of their responsibilities. The cabinet members are encouraged to actively recruit among all interested parties in the Student Body.

Cabinet members are to hold regular Department meetings in which they inform all interested parties of beforehand.

All Cabinet positions have the power to recruit and manage their respective Department members from any interested parties, even non-Officers.

Cabinet positions and their respective Departments may be established or redacted by the Senate through the passing of By-Laws.

The duties and responsibilities of the President and Vice President of the Student Body are to enact the policy set forth through the Constitution and By-Laws with restraint to the decisions arrived at by the Student Court; to serve as Chief Representative of the Student Body to the Administration of the University of Houston - Downtown and to all external entities; to find and appoint all interested parties into all the vacant Shared-Governance seats; to maintain active cooperation with and participation in the Texas Student Association; and to give Executive Reports to the Senate on the activities of the Executive Branch and on recommendations for the policies set forth through legislation.

### **Section. 3.**

The President, Vice President, or any member of the Executive Cabinet may not serve in any position of the other Branches, with the exception of Committee participation, but cross-branch collaboration is strongly encouraged.

## **Article III**

### **The Judicial Branch**

#### **Section. 1.**

The Judicial Power of University of Houston – Downtown Student Government Association shall be vested in the University of Houston – Downtown Student Court. The Justices of said court shall hold their offices during good behavior.

#### **Section. 2.**

The Judicial Power shall extend to all cases, in Resolutions and By-Laws, arising under this Constitution, the By-Laws set forth by the Senate, or the precedent that has been established under their positions' authority.

The University of Houston – Downtown Student Court shall try all cases, except those of Impeachment, which arise from within the Student Government Association.

All cases brought before the court by the Attorney General must be responded to by a trial. The court is responsible for the scheduling and oversight of a trial, and is required to notify both parties of the scheduled date. All parties are required to attend a trial.

While the Student Court has no jurisdiction outside of matters of the Student Government Association, students or organizations may request mediation by the Student Court in any disputes they may have with another student or organization.

#### **Section. 3.**

The Chief Justice shall establish and hold his or her office during the term of a year by means of popular vote on behalf of the student body.

The Student Court is to be maintained by the Chief Justice and four Associate Justices. The Associate Justices are to be appointed by the Chief Justice with fifty-one percent Senate approval. The term of an Associate Justice is the remainder of the term of the Chief Justice who appointed him or her. If there is found to be any conflict of interest between a Justice and the matter of the case brought before the Student Court, then the Justice will be required to step down and remain neutral for the remainder of the case.

All Justices are granted the power to recruit Judicial Assistants to help assist in their duties and to provide experience to all interested parties.

**Section. 4.**

The position of Chief Justice is to be established as head of the Judicial Branch and Student Court.

The first duty of the Chief Justice is to actively seek out potential candidates to fill the vacancies of the Associate Justice positions.

Among the duties of the Chief Justice is to serve as Chairman of all judicial meetings and functions, especially in the instances of case decisions, and to serve as Parliamentarian during General Assemblies.

**Section. 5.**

No member of the Judicial Branch may serve in any position in any other Branch, with exception to Committee and Department participation, but cross branch collaboration is strongly encouraged.

**Article IV**

Amendments

The Senate, whenever two thirds deem it necessary, with majority approval of the voting populous of the Student Body, shall ratify Amendments to this Constitution, which shall be valid, for all intents and purposes, as part of this Constitution.

**Article V**

Non-Discrimination and Inclusion

**Section. 1.**

The University of Houston – Downtown Student Government Association shall neither recognize nor impede the participation or involvement of any person based on race, creed, ethnicity, religion, sexual-orientation, sex, or gender identity.

**Section. 2.**

This Association seeks to engage the Student Populous and Administration with the intent of consistently improving and enriching the University's academics and Student experience.

**Section. 3.**

Any student who has paid student dues for the current semester at the University of Houston - Downtown is presently a member of the Student Government Association. All formal positions laid out in this Constitution or the By-Laws shall herein be known as Officers.

## **Article VI**

### **Matters of By-Law, Constitution, or Resolution Violation**

#### **Section. 1.**

The positions of Attorney General and Student Defender are to be established.

The Attorney General and Student Defender are to be respectively elected by popular vote on behalf of the Student Body to serve a one year term.

Should vacancies occur with either position, the President reserves the right to appoint a Student to fulfill the respective role with two-thirds percent confirmation from the Senate.

#### **Section. 2.**

The position of Attorney General carries with it the responsibility to observe the activities of the Student Government Association in vigilant pursuit of Officers acting in manners that are in opposition to By-Laws, Resolutions, or the Constitution.

In the event that wrongdoing is believed to have been observed, the Student Court is to be informed that a case is being levied against someone. The Attorney General is from there in tasked with preparing all available evidence that can be legally gathered in preparation for the Student Court hosted trial. The Attorney General must present their case against the accused, accept whatever verdict the Court arrives at, and if found not guilty must cease all further inquiry into the accusation that was presented.

If the behavior of the Attorney General has been found to be over-zealous, veering on harassment, or in any way personally driven this will represent a violation of the duties of the office.

#### **Section. 3.**

The position of Student Defender is to be notified when a case is levied against someone prior to the trial. In this time, the duty of the Student Defender is to meet with the accused and gather as much evidence as can legally be acquired to construct a defense to be given to the Student Court on the day of the trial.

The Student Defender is bestowed with the trust of the Defendant and must therefore act in his or her best interest, regardless of personal opinions about the case. Any and all personal details exchanged in confidence between the Defender and the Defendant must be held as confidential between the two parties indefinitely.

#### **Section. 4.**

Both positions are given leave to recruit their own respective staff with the intention of finding aid and providing experience to all interested parties.

**Section. 5.**

No member residing in one of the Offices laid out in this Constitutional Article shall serve in any other Office of the Student Government Association, with the exception to participate in Committees and Departments. However, collaboration is strongly encouraged.

**Article VI**

Ratification



## **Bylaw I**

### Parliamentary Authority

#### **Section. 1.**

The rules of the most current edition of Robert's Rules of Order Newly Revised shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Student Government Association of the University of Houston - Downtown or any special rules that the Student Government Association may adopt.

#### **Section. 2.**

In any case that there may be conflict between Robert's Rules of Order Newly Revised and the Constitution and Bylaws of the Student Government Association of the University of Houston - Downtown, the Constitution and Bylaws shall take precedence.

#### **Section. 3.**

In any case that the Constitution and Bylaws may be in conflict, the Constitution shall take precedence.

In any case that the Constitution or Bylaws may be in conflict with itself, the most recently passed Legislation shall take priority.

#### **Section. 4.**

It shall be the duty of the Judicial Branch to maintain a current and available draft of the Constitution and Bylaws to be accessible to all.

Every update of the Constitution or Bylaws should be met with the signatures of the President, Chief Justice, and the Speaker of the Senate to ensure full faith and accuracy.

## **Bylaw II**

### **Executive Duties and Responsibilities**

#### **Section. 1.**

The President, Vice President, and all Cabinet Level Officers shall post the times when they are respectively available for consultation with the Student Body and fellow Officers.

#### **Section. 2.**

The Executive Branch shall perform all Executive functions laid out in the Constitution and Bylaws. The Executive Branch must preserve and protect all Rights and Privileges pertaining to Academic and University life of the Student Body, the Student Government Association, and its individual Officers.

#### **Section. 3.**

The Officers of the Executive Branch shall maintain a working knowledge of the Constitution and Bylaws of the Student Government Association of the University of Houston - Downtown

#### **Section. 4.**

All Officers of the Executive Branch are required to maintain Office Hours.

Office Hours may include previously approved Student Government Association Duties and/or Event Participation in which SGA is a declared sponsor or participant.

The President, Vice President, and all Cabinet Level Officers shall respectively maintain a minimum of ten Office Hours in the Student Government Association Office each week during the respective Officer's term of Office.

All Executive Officers subordinate to the Cabinet shall respectively maintain a minimum of five Office Hours in the Student Government Association Office each week during the respective Officer's term of Office.

## **Bylaw III**

### The Department of the Secretariat

#### **Section. 1.**

The Department of the Secretariat shall be established to record all minutes relevant to the position, to research and report on the History of the Student Government Association, and to organize and maintain any Student Government Association Databases or Archives, digital or physical.

The Cabinet position of the Director of the Secretariat shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department of the Secretariat shall maintain all records and files of the Student Government Association, with exception to those relating to Judicial Matters.

The Department shall record the minutes to all Executive Board Meetings, General Assemblies and Senate Meetings, and within three business days after a meeting, the Department shall make copies of the respective minutes available to all interested parties.

The Department shall record the attendance of all Executive Board Meetings and General Assemblies.

#### **Section. 3.**

All minutes submitted by the Department of the Secretariat should be met with the signature of the Director of the Secretariat to signify his or her knowledge and consent.

#### **Section. 4.**

The Department shall aid the President on any miscellaneous task deemed to fit the Student Government Association's needs.

#### **Section. 5.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.

## **Bylaw IV**

### **The Department of Student Engagement**

#### **Section. 1.**

To ensure closer ties with the Student Body and the Student Government Association, the Department of Student Engagement shall be established to plan and organize events, organize a visible SGA presence on campus, administer surveys, and serve as a first point of contact for Students looking to participate in or enlist the services of the Student Government Association.

The Cabinet position of the Director of Student Engagement shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department of Student Engagement shall oversee all events and programming for the Student Government Association.

The Director of Student Engagement may create special Event Committees and appoint interested individuals as special Event Chairmen. This shall serve to assist in the organization of every event, and will help distribute the tasks and responsibilities onto interested parties.

The Director of Student Engagement shall assist and guide these Event Chairmen to ensure that the obligations of the Department are being met, and to communicate with both the Senate and the President on the progress of each respective event that is being undertaken.

While these Chairmen serve as delegates of the Director and the Department on matters of events, the ultimate responsibility for their fulfillment rests upon the Director and his or her Department.

#### **Section. 3.**

The Department of Student Engagement shall organize and oversee all Student Government Association Tabling Events.

The Department should Tabling at least once every two weeks, and should collectively table for five hours in this two week period. How these hours are distributed among Tabling Events is at the discretion of the Director.

The purpose of a Tabling Event is first and foremost to increase the visibility of the Association to the Student Body.

Tabling Events shall also serve to assist in the distribution of flyers and other information about the Student Government Association provided by the Department of Public Relations and Marketing. Furthermore, Tabling Events shall serve to assist the Committee on Student Affairs with the distribution of surveys to be returned to the Chairman.

As the first point of contact for the Student Body in many instances, the Department should be prepared to supply information to Students interested in learning more about the Association, and should assist any student seeking to become involved or pursue Office in the Student Government.

**Section. 4.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.

## **Bylaw V**

### The Department of the Treasury

#### **Section. 1.**

The Department of the Treasury shall be established to organize and report on all monetary transactions undertaken by the Student Government Association. The Cabinet position of the Director of the Treasury shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department of the Treasury shall handle and maintain a permanent record of all Student Government Financial Transactions, and is responsible for balancing the Student Government Association's bookkeeping records against the University's Financial Status Report.

#### **Section. 3.**

Budget Reports must be organized by the Department of the Treasury once a month, and said report must be given to the Senate on the state of the Student Government Association's Budget by the Director of the Treasury.

A Budget Report is to include at a minimum, the initial balance of the Academic Year's Budget, an itemization of all Student Government Association expenditures of the Academic Year, and the present balance.

All discrepancies between the Student Government Association's Financial Records and the University's Financial Records must be resolved and included in the Budget Report to the Senate.

When it is deemed necessary, the Senate, by means of a Resolution, may request an Irregular Budget Report. Any request for an Irregular Budget Report must include a minimum of two business days' worth of notice to the Director of the Treasury.

No legitimate Financial Transaction can exist without the knowledge and consent of the Senate, as represented through Senate approved Budgets and Budgetary Amendments.

#### **Section. 4.**

The Director of the Treasury is responsible for all arrangements concerning the deposition of money, the payment of debts, and any other Financial Transactions of the Student Government Association.

The Director must leave his or her signature on the documentation of all Financial Transactions signifying his knowledge and consent of the respective Transactions.

**Section. 5.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.



## **Bylaw VI**

### **The Department of External Affairs**

#### **Section. 1.**

The Department of External Affairs shall be established to assist the President in creating and maintaining relationships between the University of Houston - Downtown Student Government Association and any organizations and entities external to the University.

The Cabinet position of the Director of External Affairs shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department of External Affairs is to represent the Student Body on behalf of the President of the Student Government Association to any external entities, including, but not limited to, local nonprofits and businesses, other Universities, the University of Houston System, the Texas Student Association, the State of Texas, or the United States Federal Government.

#### **Section. 3.**

The Department of External Affairs has the power and ability to lobby on behalf of the Student Body of the University Houston - Downtown with the consent or order of the President of the Student Government Association, or a mandate extending from a Senate Resolution.

The Director of External Affairs has the ability to call special Student Government Association gatherings for the principle of lobbying in numbers.

#### **Section. 4.**

The Department of External Affairs has the ability and power to find causes in the community with which to commit official Student Government Resources, with the consent or order of the President, or a mandate extending from a Senate Resolution.

The Director of External Affairs has the ability to call special Student Government Association gatherings for the principle of volunteering in numbers.

#### **Section. 5.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.

## **Bylaw VII**

### The Department of Public Relations and Marketing

#### **Section. 1.**

The Department of Public Relations and Marketing shall be established to maintain an organized social media presence on behalf of the Student Government Association, organize and maintain media activities and relations, and to publicize upcoming items of interest on behalf of the Student Government Association.

The Cabinet position of the Director of Public Relations and Marketing shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department shall be responsible for creating graphic advertisements to publicize activities of interest within the Student Government Association, and will be responsible for the posting of said advertisements around the University of Houston - Downtown Campus and the Student Government Association social media pages.

The Department shall be tasked with taking photos for any Student Government Association Events or gathering, and updating all internet portals with said photographs.

The Department shall maintain close ties with all University of Houston - Downtown publications, so as to enable and encourage them to publicize the Associations activities and projects.

The Department should also create information on the Student Government Association and recruitment marketing materials to be distributed at Tabling Events put on by the Department of Student Engagement.

The Department shall be required to orchestrate Press Releases to the University of Houston - Downtown and the surrounding community.

#### **Section. 3.**

A Press Release shall consist of submissions of information to the University of

Houston-Downtown media outlets, publication of information to internet portals and social media, and a mass email in accordance with school policy.

A Press Release shall require a posting of a minimum of one hundred flyers, five banners, and an update to the marquees with new material.

A Press Release must be completed at least two weeks before the promoted event occurs.

**Section. 4.**

All of the activities and marketing of the Department of Public Relations and Marketing must be met with the consent or order of the President of the Student Government Association, or a mandate extending from a Senate Resolution.

**Section. 5.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.

## **Bylaw VIII**

### **The Department of Community Outreach**

#### **Section. 1.**

The Department of Community Outreach shall be established to seek out opportunities for the Student Body of the University of Houston - Downtown to engage with and construct relationships with the community of the City of Houston.

The Cabinet position of the Director of Community Outreach shall be established to oversee and organize the fulfillment of all duties and responsibilities of the Department.

#### **Section. 2.**

The Department shall be responsible for organizing volunteering events for the Student Body of the University of Houston – Downtown. The Department shall collaborate with external organizations in regards to volunteering and community service.

#### **Section. 3.**

The Department shall keep a running record of all community service hours logged by Students acting in conjunction with the Department.

The Department shall research the needs of the surrounding communities, and shall share the research with Student Body, the Student Government Association, and the members of the Faculty and Staff of the University of Houston - Downtown.

#### **Section. 4.**

The Department shall seek out and share internships and employment opportunities with the members of the Student Government Association.

#### **Section. 5.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.

## **Bylaw IX**

### **Cabinet Level Positions**

#### **Section. 1.**

Cabinet Level positions shall be established to assist the President in the performance of his or her activities.

Cabinet Level positions do not have an associated Department, but may have Deputy Officers recruited, if deemed necessary.

#### **Section. 2.**

The Cabinet Level Office of the Executive Chief of Staff shall be established to assist the President in his or her administrative duties.

##### **Sub-Section. 2-A.**

The Executive Chief of Staff shall serve as executive assistant to the Student Government Association President; shall assist with and advise on the performance of the Executive Branch; ensure and enforce smooth operation of the Student Government Association office and its procedures; and perform any other responsibility assigned by the Student Government Association President.

##### **Sub-Section. 2-B.**

The office procedures that the Executive Chief of Staff oversees are the availability and functionality of office computers, telephones, supplies, and furniture; and the cleanliness, decoration, and layout of the office.

Decisions made in regard to the office must be met with the consent or order of the

President of the Student Government Association, or a mandate extending from a Senate Resolution.

#### **Section. 3.**

The Cabinet Level Office of the Assistant to the President shall be established to assist the President in his or her administrative duties.

##### **Sub-Section. 3-A.**

The Assistant to the President shall perform whatever tasks deemed fit and necessary to assist the President in the organization and fulfillment of his role as head of the Student Government Association.

**Section. 4.**

Minimum University of Houston- Downtown attendance requirement.

Clause 1: Any potential appointee to the stated position must have been a member of the University of Houston-Downtown's Student Government Association for at least one semester.

Clause 2: The result of adhering to this code will be an effective, efficient, and respected Student Government Association.

Clause 3: This Code will provide a minimum one (1) semester attendance requirement for all executive board appointees.

Clause 4: This clause will also provide a grandfather clause for students previously appointed to executive board positions who may not meet the semester requirement to be allowed to continue serving in their appointed position.



## **Bylaw X**

### **Executive Officers**

#### **Section. 1.**

The positions of Executive Officers shall be established within the Executive Branch.

#### **Section. 2.**

Executive Officers are to serve by assisting in the fulfillment of the duties of the various Departments within the Executive Branch.

Executive Officers may work to fulfill the duties of multiple Departments, and must serve in at least one. Executive Officers may select which Departments they choose to assist.

An Executive Officer is to be held to his or her commitments, and to recognize the leadership of the Department head. Executive Officers may be removed from a Department by its head if they fail to meet their duties and obligations.

#### **Section. 3.**

Department heads should provide Executive Officers with mentoring and opportunities to develop as leaders and Officers of the Student Government Association.

## **Bylaw XI**

### **General Assemblies**

#### **Section. 1.**

General Assemblies constitute the meeting of the Legislative, Executive, and Judicial Branches and interested members of the Student Body. General Assemblies shall be open to the public.

#### **Section. 2.**

The functions of presenting and voting on Legislation shall be performed during General Assemblies.

The functions of reporting on Executive, Judicial, and Committee activities shall be performed during General Assemblies.

The functions of allowing members of the Student Body to observe the activities of the Student Government and to voice their opinions shall be performed during General Assemblies.

#### **Section. 3.**

Only Senators may initiate motions or votes.

#### **Section. 4.**

During Legislative business, only Senators have the privilege of speaking, with exceptions given by the Speaker of the Senate.

During speeches, Reports, and the presentation of Legislation, only the individual(s) giving the respective speech, Report, or Presentation has the privilege of speaking, with exceptions given by the Speaker of the Senate.

During Open Forum, any Student of the University of Houston - Downtown in attendance has the privilege of speaking, with the only exceptions being in relation to maintaining order.

#### **Section. 5.**

All General Assemblies must have a Quorum of at least fifty-one percent of the Senate to conduct Legislative business.

#### **Section. 6.**

Reports must be given by a representative of every Committee every General Assembly, with the responsibility ultimately resting upon the Chairman of each respective Committee.

Reports must be given by a representative of the Executive Branch every General Assembly, with the responsibility ultimately resting upon the Vice President of the Student Government Association.

Reports must be given by a representative of the Judicial Branch every General Assembly, with the responsibility ultimately resting upon the Chief Justice of the Student Government Association.

**Section. 7.**

The record keeping of the General Assemblies shall be the duty of the Department of the Secretariat.

The Department shall record the roll at the beginning and the end of each General Assembly. The Department shall record minutes for the duration of a General Assembly.

Within three business days after a General Assembly, the Department shall make copies of the respective minutes available to all interested parties.

The Director of the Secretariat has the power to appoint any individual to fulfill the duties of his or her Department, though responsibility for their fulfillment ultimately rests upon the Director.

**Section. 8.**

Both Roll Calls within a meeting being met with the failure of an Officer to vocally respond shall constitute an Absence.

An Officer vocally responding to one of the two Roll Calls and failing to vocally respond to the other within a meeting shall constitute a Tardy, where two Tardies shall constitute an Absence.

An Excused Absence shall be granted only on the grounds of conflicting class schedules or Shared Governance meetings.

**Section. 9.**

To avoid consistent instances of failing to meet quorum, it shall be assumed that in the event that a Senator has accrued three consecutive Absences from General Assemblies, he or she has resigned from his or her respective Offices, and shall no longer be counted toward Quorum.

On a Senator's second consecutive absence, the Chief Justice, or an appointed substitute, shall contact the respective Senator on behalf of the Judicial Branch warning them of their impending resignation.

## **Bylaw XII**

### **Executive Board Meetings**

#### **Section. 1.**

The Executive Board shall meet at least once a week for the duration of their term. At minimum, half of all Executive Board Meetings must be open to all Officers of the Student Government Association.

#### **Section. 2.**

The Executive Board Meetings shall be called and presided over by the President of the Student Government Association.

The President shall notify the Executive Board forty-eight hours in advance in regards to the subject, time, and location of the meeting.

The President shall provide an agenda for the Executive Board Meeting twenty-four hours in advance to the Executive Board.

The President has the power to appoint any individual to fulfill his or her duties, though responsibility for their fulfillment ultimately rests upon the President.

#### **Section. 3.**

The record keeping of the Executive Board Meetings shall be the duty of the Department of the Secretariat.

The Department shall record the roll at the beginning and the end of each Executive Board Meeting. The Department shall record minutes for the duration of an Executive Board Meeting. Within three business days after an Executive Board Meeting, the Department shall make copies of the respective minutes available to all interested parties.

The Director of the Secretariat has the power to appoint any individual to fulfill the duties of his or her Department, though responsibility for their fulfillment ultimately rests upon the Director.

#### **Section. 4.**

An instance where both Roll Calls within a meeting are met with the failure of an Officer to vocally respond shall constitute an Absence.

An Officer vocally responding to one of the two Roll Calls while failing to vocally respond to the other within a meeting shall constitute a tardy, where two tardies shall constitute an Absence.

An Excused Absence shall be granted only on the grounds of conflicting class schedules or Shared Governance meetings.

## **Bylaw XIII**

### **The Committee on University Advancement**

#### **Section. 1.**

The Committee for University Advancement shall be established to focus Legislative manpower on issues pertaining to the success of the University of Houston - Downtown in the spheres Academia, Research, Rankings, and Accreditations.

The position of Chairman of the Committee for University Advancement shall be established to schedule the regular Committee meetings, organize the agenda for every meeting, and compile or approve of reports given before the Senate.

#### **Section. 2.**

This Committee is tasked with establishing relationships and meeting regularly with members of the University Administration and Faculty to establish where the University is struggling and where opportunities for improvement exist.

This Committee is further tasked with the maintenance of a working knowledge of the various ways Universities are evaluated, and where the University of Houston - Downtown currently stands in regards to these evaluations.

#### **Section. 3.**

This Committee shall collect its findings into regular Reports to be presented before the Senate to advise on Legislation and Executive action.

#### **Section. 4.**

The permanent University Advancement Subcommittee on Sustainability shall be established. The position of Chairman of the University Advancement Subcommittee on Sustainability shall be established to schedule the regular Subcommittee meetings, organize the agendas for all meetings, and compile or approve of reports given before the Committee on University Advancement.

##### **Sub-Section. A.**

This Subcommittee shall be tasked with examining the ways in which the University engages with the surrounding environment and the economy for recommendations on how best to improve the sustainability of the University.

## **Bylaw XIV**

### **The Committee on Student Affairs**

#### **Section. 1.**

The Committee on Student Affairs shall be established to focus Legislative manpower on issues pertaining to the success and satisfaction of the Student Body of the University of Houston - Downtown.

The position of Chairman of the Committee for Student Affairs shall be established to schedule the regular Committee meetings, organize the agenda for every meeting, and compile or approve of reports given before the Senate.

#### **Section. 2.**

This Committee is tasked with the development of surveys to be administered to the Student Body to establish where the Students stand on various issues.

General Surveys should be prepared and analyzed at least twice a semester to determine the general temperament of Students toward the Student Government Association and the University as a whole.

The goal for all surveys is 500 respondents.

The Committee should work closely with the Department of Student Engagement for their assistance in distributing the surveys.

This Committee is tasked with the composition of public reports on the data and analysis of the surveys administered to the Student Body.

#### **Section. 3.**

This Committee shall collect its findings into regular Reports to be presented before the Senate to advise on Legislation and Executive action.

## Bylaw XV

### The Committee on Internal Affairs

#### **Section. 1.**

The Committee on Internal Affairs shall be established to focus Legislative manpower on issues pertaining to the internal flows and structures of the Student Government Association.

The position of Chairman of the Committee on Internal Affairs shall be established to schedule the regular Committee meetings, organize the agenda for every meeting, and compile or approve of reports given before the Senate.

#### **Section. 2.**

This Committee is tasked with examining the various roles and Offices in the Student Government Association to ensure that each Office's duties are being fulfilled.

This Committee is tasked with examining the efficiency by which the organization is operating, and considering how this could be improved through restructuring or reestablishing roles.

This Committee is tasked with maintaining a working knowledge of the Student Government Association Budget to ensure that all orders are being properly made and that all funds are being properly allocated.

#### **Section. 3.**

This Committee shall collect its findings into regular Reports to be presented before the Senate to advice on Legislation, executive action, judicial action, and, in extreme instances, recommendations for impeachment.

## **Bylaw XVI**

### Legislative Assistants

#### **Section. 1.**

Should the Legislative Branch find itself with more prospective Senators than it has capacity for, any excess applicants may be offered the Office of Legislative Assistant to serve the Legislative Branch and gain experience for future opportunities to serve as a Senator.

#### **Section. 2.**

A Legislative Assistant may be appointed through the sponsorship of any serving Senator, which should be announced in the Senator's report at the earliest possible General Assembly.

#### **Section. 3.**

Legislative Assistants shall work closely with either specific Senators of their choosing or with the bulk of the Senate as a whole, fulfilling any act of assistance requested of them.

Legislative Assistants may serve on any Committee with the consent of the Committee Chairman.



## **Bylaw XVII**

### Code of Ethics

#### **Section. 1.**

To ensure an efficient, effective, and respected Student Government Association, the University of Houston - Downtown Student Government Association shall establish a Code of Ethics to maintain a standard of conduct for Officers of the Student Government Association.

#### **Section. 2.**

This Code will provide detailed guidelines needed for common, ethically gray situations or when facing particular circumstances that require the translation of Core Values into actions as Officers engage with each other, the Student Body, the Faculty, the Administration, or any group or body as Representatives of the University of Houston - Downtown Student Body.

##### **Sub-Section. 2-A.**

Members of the Student Government Association shall represent the Student Body, first by means of expressing their interests and concerns within the Student Government Association, second by means of being an example of good conduct in the fulfillment of each respective Officer's duties, and finally by means of providing the best example they can to the outside world as to what the University of Houston - Downtown Student Body has to offer.

##### **Sub-Section. 2-B.**

All Student Government Association officials shall be committed to helping each Officer reach their full potential in order to build a better future for the Students whom they serve

Officers shall be aware of the fact that their decisions and actions affect the university as a whole, and therefore Officers shall hold each other accountable for the discipline and management of behavior becoming of a Student Government Association Officer

##### **Sub-Section. 2-C.**

Officers of the Student Government Association should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable while striving to be examples themselves.

##### **Sub-Section. 2-D.**

No Officer shall knowingly misrepresent the truth while acting in his/her capacity as a member of Student Government Association

No Officer of the Student Government Association shall bestow favors, make undue use of influence or powers of office, or offer special considerations of any kind in exchange for anything of value.

No Officer of the Student Government Association shall misuse, mismanage, or misappropriate their position and/or equipment, facilities, or funds of the Student Government Association. Each Student Government Association Officer must be able to give a thorough account of all funds allocated by student fees spent by him/her and a thorough inventory of all goods and/or services received.

Each Officer must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each Officer must fulfill his/her duties in good faith and with due regard for the welfare of the entire Student Body.

Each Student Government Officer, while acting in an official capacity, shall represent the Student Body by acting in a manner that is respectful and courteous to all Students, members of the University Administration, visitors, members of the Faculty, and the University Staff.

### **Section. 3.**

All members of the Student Government Association, including but not limited to all appointed or elected officials of the Executive, Legislative, and Judicial branch, shall keep the Code of Ethics at the forefront of their actions, and always be prepared to give account of their actions and words.

Improper behaviors are not limited to, but are subject to review by the Judicial Branch.

## **Bylaw XVIII**

### Judiciary Procedures

#### **Section. 1.**

Whenever an issue arises between two Officers of the Student Government Association the issue shall be relegated to the Justices of the Student Court, the Attorney General, and the Student Defender.

#### **Section. 2.**

The first phase of the Judiciary Procedures shall be an attempt at Mediation.

##### **Sub-Section. 2-A.**

In Mediation the Plaintiff(s) shall bring the issue forward to the Attorney General.

The Attorney General shall then notify the Defendant(s) and the Student Defender of the issue being levied against them.

##### **Sub-Section. 2-B.**

The Attorney General and the Student Defender shall respectively counsel the Plaintiff(s) and the Defendant(s) on the matter at hand leading up to a meeting between all parties.

The Attorney General and the Student Defender shall organize a meeting for Mediation, informing all parties along the way of the progress toward that goal.

When all parties agree on a date, time, and location to meet, the next phase of Mediation shall proceed.

##### **Sub-Section. 2-C.**

The meeting for Mediation shall include the Attorney General and the Student Defender and any interested Plaintiffs and Defendants.

If a Plaintiff or Defendant chooses to do so, they may opt out of attending the meeting for Mediation and allow the Attorney General or Student Defender, respectively, to act as their agent in the matter.

In the meeting for Mediation, all parties in attendance shall try and work toward an acceptable compromise. Should a compromise be established, the matter shall be considered concluded.

Should a compromise not be established, the Judiciary Procedures shall be advanced to the next phase.

Either the Plaintiff(s) or the Defendant(s) may refuse Mediation, in which case the Judiciary Procedures shall advance to the next phase.

If Mediation results in a compromise then all Judiciary Procedures regarding the matter shall conclude there.

### **Section. 3.**

The second phase of the Judiciary Procedures shall be trial before the Student Court.

#### **Sub-Section. 3-A.**

After Mediation has been opted out of or has concluded with a failure to arrive at a compromise, the Attorney General shall contact the Chief Justice within a week. The Chief Justice shall then contact all parties involved and begin scheduling a meeting for all Justices of the Student Court, the Plaintiff(s), the Defendant(s), the Attorney General, and the Student Defender.

#### **Sub-Section. 3-B.**

The Trial before the Student Court must have all Justices involved and informed. Should a Justice not take an active role in the Court for a case, this should be considered an abdication of duty. Should the Chief Justice fail to inform and involve his or her fellow Justices at every level of the case, this should be considered an abdication of duty.

#### **Sub-Section. 3-C.**

During the Trial the Plaintiff(s) and the Defendant(s) shall deliver statements before the court arguing for each of their sides respectively.

Following the initial arguments, each side shall be given the opportunity to rebut the arguments of the other.

#### **Sub-Section. 4-D.**

Following the delivery of the arguments, the Plaintiff(s) and the Defendant(s) shall be relieved from the Trial and the Justices shall convene to reach a verdict.

The Justices have exactly one week to deliberate on and deliver their decision in regards to the case at hand.

#### **Sub-Section. 4-E.**

When deciding on the final decision of the Court, the Justices shall meet in private to discuss their respective thoughts and feelings in regards to the case.

The Justices shall proceed with a vote favoring either the arguments of the Plaintiff(s) or the Defendant(s), with the majority side ruling.

Following that determination, the Trial will conclude with the Justices deliberating and voting on a final Sentence which will declare the Court's official stance on how the two parties will proceed and what, if anything, one of the two parties owe the other, which shall not include any material reimbursements and with the maximum Sentence being a removal from Office.

While the same case may not be tried twice, future Court decisions may overturn previous decisions.

**Sub-Section. 4-F.**

The delivery of the Sentence shall be met with a written Majority Argument, written by a Justice who has voted alongside the majority, detailing the logic and reasoning that was used to arrive at the final conclusion, and shall include the signatures of all Justices in the majority.

The delivery of the Sentence shall also include a written Minority Argument, written by a Justice who has voted alongside the minority, detailing the logic and reasoning that was used to arrive at the final conclusion, and shall include the signatures of all Justices in the minority.

Should the decision be unanimous, only one Argument need be submitted.

The Department of the Secretariat shall save and file the Argument(s) for reference in future Trials.

The Plaintiff(s) or the Defendant(s) may choose to forgo attending trial in favor of letting the Attorney General or the Student Defender, respectively, represent them in their entirety.

The Plaintiff(s) or the Defendant(s) may choose to forgo representation from the Attorney General or the Student Defender, respectively, and represent themselves in their entirety.

Should the Chief Justice feel it appropriate, he or she may demand the Suspension of the Defendant from Office until the trial reaches its conclusion.

**Section. 5.**

Should one or more parties, whether they be Justices, Defendants, Plaintiffs, etc. find themselves incapable of being present at any of the proceedings, the Chief Justice should work to the best of his or her ability to include them to the fullest extent by remote means. Their absence should not be seen as an abdication of their rights, powers, or duties, and the Chief Justice should do everything he or she is capable of to accommodate their roles with their circumstances.

## **Bylaw XIX**

### Legislative Disciplinary Action

#### **Section. 1.**

To maintain the order of business in the University of Houston - Downtown Student Government Association the Senate of the Student Government Association is granted the power to enact Disciplinary Actions as deemed necessary.

These Disciplinary Actions shall fit the categories of Censorship, Suspension, and Impeachment.

#### **Section. 2.**

Censorship shall be delivered by a Motion to Censor an Officer in attendance of a General Assembly.

Censorship shall remove all speaking and motioning privileges of the receiving Officer for the remainder of the Assembly or until a Motion of Censorship Repeal is passed.

Censorship or its Repeal must be approved by a fifty-one percent approval of the Senators in attendance.

#### **Section. 3.**

Suspension shall be delivered by a Motion to Suspend an Officer in attendance of a General Assembly.

Suspension shall remove all speaking, motioning, and voting privileges of the receiving Officer for the remainder of the Assembly or until a Motion of Suspension Repeal is passed.

Suspension and its Repeal must be approved by a two-thirds percent approval of the Senators in attendance.

#### **Section. 4.**

Impeachment shall be delivered by a Motion to Impeach an Officer of the Student Government Association.

Should the motion pass then Impeachment shall remove the targeted Officer from his or her Office(s) in his or her entirety.

Impeachment must be approved by two-thirds of the entire Senate of the Student Government Association, which shall be recorded with a physical signature of each voting Senator in either the Affirmative or the Opposition to the Motion.

**Sub-Section. 4-A.**

Signatures of the Senators may or may not be obtained at the Assembly when the motion was raised, but the Affirmative or Oppositional votes must respectively be representative of two-thirds of the entire Senate for the vote to be considered finalized.

In the event that there is an absence of enough Officers of the entire Senate at the Assembly to prevent the necessary Affirmative or Oppositional votes, than those signatures may be collected outside of the Assembly.

Valid signatures for Impeachment may only begin being collected after the Motion to Impeach has been made during the General Assembly.

Signatures may be collected up to the point that every Senator has been represented in either the Affirmative or the Opposition, or until the vote is finalized.

Any Senator may reverse his or her vote on matters of Impeachment at any point before the vote is finalized at a General Assembly.

**Sub-Section. 4-B**

The vote regarding the Motion to Impeach will be finalized at the beginning of the earliest General Assembly following the defense of the targeted Officer and following the collection of signatures in the Affirmative representing two-thirds of the entire Senate or the collection of signatures in the Opposition representing two-thirds of the entire Senate.

In the event that the receiving Officer holds multiple Offices, he or she may be removed from any or all of them, specified by the Motion to Impeach.

Every Motion to Impeach must specify the targeted Officer, the reasoning for the Motion, and may not target multiple Officers concurrently.

The removal from Office(s) shall be maintained for the remainder of the Academic Year, after which point the former Officer may attempt to regain their former position through normal means.

The Student Defender shall oversee the Impeachment process alongside the motioning Senator to ensure that all necessary requirements have been met. However, in the event that the Student Defender is the target of the Motion to Impeach, the Chief Justice shall take the place as overseer.

**Section. 5.**

In all disciplinary procedures, the Officer receiving the disciplinary action must be provided with an opportunity to defend him or herself before the General Assembly with or without the assistance of the Student Defender.

In matters of Impeachment, the receiving Officer must be given at least one week to prepare his or her defense before the Assembly that finalizes the vote.

**Sub-Section. 5-A.**

This preparation may be instigated through the delivery of a written statement by the Senator intending to make the motion. Alternatively, the preparation period shall begin following a delivery of a written notification that the motion was raised in a General Assembly.

These written notifications must detail the logic and reason(s) for the Motion to Impeach. Following the targeted Officer's defense before the Assembly, all present Senators shall be given the opportunity to reverse their respective votes.



## **Bylaw XX**

### Election Code

#### **Section. 1.**

The purpose of this Election Code is to outline the process and procedures for all elections held under the jurisdiction of the University of Houston-Downtown Student Government Association Election Commission.

The Election Commissioner shall have a minimum cumulative GPA of 2.50. The Election Clerks must have a minimum cumulative GPA of 2.0.

#### **Section. 2.**

The Election Commission shall consist of one (1) Election Commissioner and four (4) Election Clerks. The Election Commissioner and the four (4) Election Clerks may have not been University of Houston- Downtown Student Government Association members for at least one (1) full academic year (Fall and Spring Semester).

The Election Commission will be selected by the Judicial Branch and declared eligible by the University of Houston Downtown Student Government Association's Advisor no later than the second week of February for a term of one year to govern all General, Constitutional, Special Referendum, and Recall Elections.

In the event of no Clerks having been appointed by the date the election starts it will become the immediate responsibility of the Election Commissioner to appoint remaining Clerks. Neither the

Election Commissioner, nor the Election Clerks may be candidates running for a Student Government Association position. As stated in VIII Section 5 Clause 1

The position of the University of Houston-Downtown Student Government Association Election Commission is subject to ratification by two- thirds (2/3) vote of University of Houston - Downtown Student Government Association, present and voting members.

#### **Section. 3.**

The Student Election Commission shall be responsible for the following:

- The University of Houston-Downtown Student Government Association Election Commission will be accountable to ensure that all rules of the elections are being followed.
- The University of Houston-Downtown Student Government Association Election Commission will conduct all elections according to the rules and regulations outlined in the University of Houston - Downtown Student Government Association Election Code.

- The University of Houston-Downtown Student Government Association Election Commission shall attend an orientation meeting with the current University of Houston-Downtown Student Government Association Advisor or Student Activities Director within five (5) business days of the formation of the Election Commission.
- The University of Houston-Downtown Student Government Association Election Commission will obtain and maintain uniformity of the application, operations, and interpretation of the Election Code.
- The University of Houston-Downtown Student Government Association Election Commission will create a violation form for use in documenting alleged violations of the Election Code.
- The University of Houston-Downtown Student Government Association Election Commission shall verify academically and constitutionally that all official candidates for elections are qualified.
- The University of Houston-Downtown Student Government Association Election Commission shall call required candidates as necessary for meetings, giving notice of its time and place at least twenty-four (24) hours in advance.

At least one (1) Election Clerk and one (1) member of the Judicial Branch shall be available at a central location during specified hours on days that the polls are open.

**Section. 4.**

In regards to General Elections the following shall be true:

- General Elections are held for all positions in the Executive branch and Senator positions within the Student Government Association at the University of Houston-Downtown.
- The Election Commission can determine the start and end date of any General Election.

Spring semester elections are to be held the week after the first Friday of the month of April. Unless, otherwise designated by the University of Houston - Downtown Student Government Association Election Commission.

In regards to Constitutional and Special Referendum Elections the following shall be true:

- Constitutional and Special Referendum Elections are propositions that have been approved by a two-thirds (2/3) affirmative vote of the Legislative Branch and are to be approved by the student body.

- Constitutional and Special Referendum Elections can be held in conjunction with the General Elections.
- The Election Commission shall publish the full text of any proposed amendments or questions at least three (3) class days prior to the election at which they are to be considered. Copies must be made available to any member of the student body who requests one.

In regards to Recall Elections the following shall be true:

- The Student Government Association with a seven (7) day notice call for a special meeting of the General Assembly if presented with a petition of five (5) percent of the members of the student body for a Recall Election.
- The petition must be referred to the student body for a special recall election. A two thirds (2/3) affirmative vote of those members of the student body voting shall be necessary to implement the petition for recall.
- The Election Commission can determine the start and end date of any Recall election.

#### **Section. 5.**

The Election Commission shall be assembled no later than the second week of February. When a special election is called, the Election Commission must be assembled no later than thirty (30) days before the scheduled election. If the Election Commission has not been assembled by the prescribed deadlines, the Judicial Branch may begin to arrange election activities until an Election Commission has been assembled.

All amendments to this Code must receive final approval by the University of Houston - Downtown Student Government Association Legislative Branch and Executive Branch at least two (2) weeks before the election. In the case of a special election, all amendments to this Code must receive final approval by the University of Houston-Downtown Student Government Association Legislative Branch and Executive Branch at least one (1) week before the special election.

A copy of this code, including all candidate forms, and any additional information related to referendum questions shall be made available upon request in the University of Houston-Downtown Student Government Association offices to candidates and any other interested parties.

The cover of this code shall include the following affirmation:

I hereby affirm that this day, \_\_\_\_\_(month, date, year), this revised and approved edition of the University of Houston- Downtown Student Government Association Election Code includes all amendments to date and is the Code, which the University of Houston-Downtown Student Government Association Election for (term & year) shall follow. NO further changes made to this Code shall take effect until after this election.

Two (2) weeks before the start of the election and each week thereafter, the University of Houston - Downtown Student Government Association Election Commission, or its designee, shall make all formal announcements in relation to this Code. Formal Announcements shall include candidate names and position candidate is running for (to date – subject to verification), a complete wording of all referendum questions (to date – subject to verification), applicable voting information, and contact information for the Election Commission.

#### **Section. 6.**

The Candidate Application Packet shall be comprised of the Candidate Information & Eligibility Form and the Petition of Candidacy Form.

The Candidate application packet shall only be made available during spring semester elections, unless otherwise deemed necessary. A completed and verified Candidate Application Packet is required for all candidates running for the University of Houston-Downtown Student Government Association elected positions.

The Candidate Information & Eligibility Form shall include a request for the following information from each candidate (and additional questions if deemed necessary by the Election Commission):

- Candidate Name (as it is to appear on the official ballot)
- Current Mailing Address
- UHD Student Identification Number
- Phone Number
- Email Address
- Classification
- College they belong to
- Major
- GPA
- Position Sought (specify running ticket

The Candidate Information & Eligibility Form shall include a list of qualifications for candidates as follows:

Meet all requirements in accordance with the University of Houston Downtown Student Government Association Constitution and acknowledge their candidacy by signing the following bearing their own legal signature in English:

"I, (name of candidate), acknowledge my candidacy for the office of (title), and shall, if elected, accept the duties and responsibilities of the office. I am a member of the student body of the University of Houston Downtown not under academic or disciplinary probation and am qualified, as prescribed by the Student Government Association of the University of Houston-Downtown Constitution and Bylaws, to accept and run for the office for which I am a candidate. I have also received, read, and have full understanding of the constitution and Bylaws of the Student Government Association of the University of Houston - Downtown."

The Candidate Information & Eligibility Form shall include a statement of candidate eligibility as follows:

All students registered at the University of Houston- Downtown, and pay all mandatory student fees, are considered members of the Student Association of the University of Houston-Downtown and are eligible for election to the offices of University of Houston-Downtown Student Government Association open positions in accordance with the University of Houston-Downtown Student Government Association Constitution and the University of HoustonDowntown Student Government Association Election Code. No candidate shall be charged a registration or petition fee. By signing below, the candidate affirms that he/she has read the University of Houston-Downtown Student Government Association Constitution and the University of Houston- Downtown Student Government Association Election Code and further agrees to abide by all the terms set therein. In addition, the candidate affirms that he/she meets all the requirements of eligibility set forth in the University of Houston- Downtown Student Government Association Election Code.

The Petition of Candidacy Form shall include the following language to outline the eligibility of the signer of the petition, candidate name, and election term and year. It shall be written in the following manner:

The individual who has signed his or her name to this petition, a registered Student at the University of Houston - Downtown, affirm and acknowledge (candidate name) who is running for the University of Houston-Downtown Student Government Association's \_\_\_\_\_ (term & year).

The Petition of Candidacy Form shall include spaces for petition signatures. One petition signature shall be comprised of the printed name, signature, and the student identification number of the University of Houston-Downtown student body member. Signatures and printed names must include both first and last names. The printed name and Student Identification Number must be legible.

Any contested candidate who fails to appear at scheduled debates or fails to send a pre-authorized representative chosen by the candidate shall not be placed on the ballot of the election for which he or she has submitted for candidacy.

Candidate Application Packets shall be made available at General Assembly Meeting that is at least two (2) full weeks before the start of the election. In the case when a special election is called, petitions will be made available no less than seven (7) business days before the start of the election

**Section. 7.**

Candidates wishing to have their names on the ballot must run and be voted on as a uniform ticket as a President and Vice President.

Each member of the running ticket wishing to have their names on the ballot must submit a petition with one hundred (100) signatures of the members of the student body, for a total of two hundred (200) signatures.

Any candidate wishing to have their name on the ballot for Chief Justice must submit a petition with one hundred (100) signatures of the members of the student body.

Any candidate wishing to have their name on the ballot for Senator must submit a petition with fifty (50) signatures of the student body in the college they represent. All signatures for Senator must be from the college the candidate plans to represent.

All candidates wishing to have their names on the ballot must declare their candidacy according to these bylaws to the Election Commissioner by turning in the Elections Packet by 5:00 p.m. on the Friday of the week prior to the first day of campaigning. Candidate Application packets will not be accepted past this time. No exceptions.

**Section. 8.**

The "Statement of Candidate Eligibility" found on the Candidate Information & Eligibility Form will act as the Campaign Contract. The candidate and the Election Commissioner will sign the Campaign Contract no later than the close of the final scheduled Mandatory Candidate Meeting.

**Section. 9.**

The University of Houston-Downtown Student Government Association shall make available petition forms for referendum and shall be formatted in a Yes/No question in the following manner:

"We, the undersigned, registered, and mandatory fee-paying students of the University of Houston-Downtown request that the following question be placed on the University of Houston- Downtown election ballot in the Election of (term & year): (Text of Yes/No Question)."

The Petition for Referendum Form shall include spaces for petition signatures. One petition signature shall be comprised of the printed name, signature, and the student identification number of the supporting University of Houston-Downtown student body member. Signatures and printed names must include both first and last names. The printed name and the student identification number must be legible. At least five (5) percent of the University of

Houston-Downtown student body population must sign the petition for each referendum question to be placed on the ballot.

All requests for referendum must be presented to the Election Commission in the form in which they shall appear on the ballot no later than three (3) weeks before the election.

**Section. 10.**

The Election Commission shall verify and validate all petition signatures from Petition of Candidacy Forms or Petition for Referendum Forms through the Office of Student Activities within (1) week of submission.

The Election Commission is granted the ability to disqualify any candidate if the candidate neglects to fill out any or all areas of the Candidate Application Packet. The Election Commission is granted the ability to disqualify any particular petition signature(s) for the following reasons:

- If the signatures are not in ink.
- If the printed name and/or student ID number is illegible, and is not capable of being verified.

If upon verification, it is found that any Petition of Candidacy and/or Petition for Referendum forms lack sufficient fee paying signatures of University of Houston Downtown student body members, the Election Commission shall grant an extension to the candidate(s)/referendum question petitioner to collect the remaining signatures. The length of the extension shall not exceed two (2) business days from the time that notification is given to the candidate(s)/referendum question petitioner. If the candidate(s)/referendum question petitioner fails to collect the remaining signatures by the end of the extension, the candidate(s)/referendum question shall be disqualified and his/her name or referendum question shall not appear on the election ballot.

If any student signs the same candidate's petition or referendum petition more than once, that student's signature shall only be counted once.

The Election Commission shall announce all official candidates during the week prior to the start of the election. In a case where a special election is held, announcements will be made within two (2) business days prior to the start of the election.

**Section. 11.**

Barring injunction by any court of proper jurisdiction or the University of Houston-Downtown Student Government Association Judicial Branch, there shall be no grounds for delay of the election. No University of Houston - Downtown administrative body or office, other than the University of Houston - Downtown Student Government Association Judicial Branch, shall be considered a "legitimate court" outside of the federal, state, county, etc. courts.

No member of a campaign team may remove, destroy, deface, or cover-up any campaign material of another candidate or party or in any way hinder campaign efforts. Engaging in these actions may result in disqualification. All disputes must be brought immediately to the Election Commission.

All campaign materials must be taken down within three (3) business days after final poll closure.

All members of a campaign team shall follow respective building and campus policies regarding posting.

The Election Commission will determine the election window

(Opening and closing of the polls) for all elections.

There shall be no campaigning within a twenty-five (25) foot radius of a polling station and/or computer labs and any other Eservices terminal on the days of campaigning and election. This rule includes posters/postings, speaking in favor or against a candidate, distribution of literature, or other campaign methods. Candidates may not use laptops as their own voting stations nor utilize their personal/borrowed electronic devices to obtain mobilized votes.

No person shall disrupt or prevent legal and orderly campaigning by any party.

Internal organizations either whole or in part, shall not endorse any candidate for a Student Government Association office without giving all candidates for the office a fair and open hearing to express their views. The Election Commission of the University of Houston-Downtown Student Government Association in partner with the Joint Student Organization Committee shall be responsible for gathering all student organizations to participate in a candidate evaluation panel for potential endorsements. In the given case that a running candidate is absent to an open hearing for endorsement after a formal and public invitation, then the other party(s) may continue with the endorsement procedures. A representative is also a form of representation if candidate is absent. Only thereafter, endorsement by an internal organization is allowed.

Any external organization either whole or in part, are allowed to endorse any candidate for a Student Government Association office.

The action of mass emailing/spamming through any University of Houston - Downtown server (Gator mail/Blackboard) is not allowed. The use of social networks, video sites (YouTube), and other related items is allowed.

No candidate or campaign worker may disrupt balloting and tabulation procedures. This includes:

- causing physical change to any ballots before or after their validation and distribution
- preventing the casting of a vote
- attempting to influence the voter at the time of casting their vote
- interference with any Election Commission member, employee, or Judicial Branch member



- attempting to influence the tabulation of votes through physical or electronic methods
- And/or threatening or seeking to induce any Election Commission member, employee or Judicial Branch member to any bias action against this Code. Any violations must be reported to the Election Commission and can be immediate grounds for disqualification.

**Section. 12.**

A candidate may be disqualified if they have violated, or have not taken appropriate action to prevent violation(s) of any rules or regulations in the University of Houston-Downtown Student Government Association Constitution or Election Code.

**Section. 13.**

All disqualifications must be made by the Election Commission.

Any disqualification must be made at a regularly scheduled meeting of the Election Commission.

If necessary, a special meeting will be held to discuss the disqualification. A majority vote (66.6%) by the Election Commission is to be conducted to determine the disqualification of the incriminated party. The Election Commission shall be the only party present at time of voting.

Notification of pending disqualification, violations recorded, or penalties imposed must be in writing and delivered to the candidate or person in question at least three (3) full business days prior to the Election Commission Meeting. Upon ruling a disqualification, the Commission shall make every reasonable effort to notify the disqualified parties in writing.

A candidate may not be disqualified without his/her knowledge, nor may he/she be disqualified without the opportunity to present an oral and written defense at a scheduled open meeting with the Election Commission. If a candidate is properly notified of the pending decision and chooses not to attend, then the Commission may make their decisions in the candidate's absence.

Written notice of pending disqualification from student elections must include the following information and shall be posted at the University of Houston - Downtown Student Government Association office after a final ruling of the disqualification has been made:

- Grounds for disqualification.
- Details about the violation committed.
- Documented evidence of the violation committed.
- Written statement from a witness to the violation.
- Information regarding pending administrative procedures.

All disqualification and violation notices must be submitted to the Election Commission no later than one (1) business day after the final poll closure.

After disqualification has been confirmed. The name of the disqualified candidates should immediately be removed from the current voting ballot.

The disqualified candidate may appeal its case to the Judicial Branch within 24 hours in a written format. A two-third (2/3) vote by the Election Commission is required to overturn the initial verdict.

**Section. 15.**

The location and hours of operation for all polling stations shall be determined by the Election Commission. The location and hours of operation for all polling stations shall be announced at least two (2) weeks prior to the start of the election. Polling stations shall be conveniently located to the extent possible to ensure ease in voting for the University of Houston - Downtown student body.

**Section. 16.**

Only the Elections Commissioner and University of Houston-Downtown Student Government

Association's Advisor may have access to the current count of the ballot. The Elections Commissioner must take an oath of assurance to never share/discuss the voting count until the date of announcing the winner.

Each ballot shall be uniform in appearance to the extent possible. Names on ballots appear in the order as determined by the Election Commission.

Candidates Information & Eligibility Forms shall be reviewed by the respective candidates and the judicial review board for grammatical, spelling or punctuation errors to be considered the final authority for any disputes arising over grammatical, spelling, and punctuation on the ballot.

The Election Commission shall keep all electronic ballots secure by use of a username and password to access the online voting administrative portal known only to the Election Commissioner and the Student Government Association Advisor.

## **Bylaw XXI**

### **The Voting Process**

#### **Section. 1.**

All voters must be registered as University of Houston- Downtown mandatory student fee-paying individuals.

Members of the student body will be required to enter their computer account user name and password in order to access all ballots.

No person may:

- 1) Vote or offer to vote in the name of another person.
- 2) Vote or offer to vote more than once in any election.
- 3) Induce, abet, or procure a person who has voted previously in an election to vote again.
- 4) Fraudulently deceive or mislead any voter or election official.
- 5) Induce or attempt to induce fear in any voter or election official.

#### **Section. 2.**

The counting of ballots will be conducted using software provided by the IT department. The counting and approval must be made by the University of Houston - Downtown Student Government Association's Advisor, the Election Commissioner along with the four (4) Clerks, and one University of Houston-Downtown non Student Government Association members selected by each President and Vice-president candidate. A majority (51%) vote is needed to approve the election results.

Votes for a candidate not complying with the Constitution and Bylaws will be null and void.

The candidate receiving the highest number of votes for the following University of Houston-Downtown Student Government Association elected positions shall be the winner of the available position up to the specified number of seats available.

In the event of a tie for any of the candidate seats, the Election Commission shall hold a runoff election for that one (1) seat by only those candidates who tied. The Elections Commissioner shall determine the runoff elections length.

The Election Commissioner of the University of Houston-Downtown Student Government Association Judicial Branch shall announce the results of the election. The Chief Justice shall post a copy of the certified results in a public place and send a copy of the results to the President of the Student Government Association.

The results of the University of Houston-Downtown Student Government Association elections shall be announced at the One Main Event hosted by the University of Houston-Downtown. In the given case the One Main Event is not in place or was conducted prior to elections, each candidate shall be notified of the results within a seventy-two (72) hour period of the close of the election.

### **Section. 3.**

An election may be contested by the presentation of a petition signed by fifty-one (51%) percent of the members of the Student Government Association to the Judicial Review Board in conjunction with the advisement team (Advisors) of the Student Government Association within seven (7) days of the posting of results.

The Judicial Branch will rule on the validity of the election under the Constitution and Bylaws of the Student Government Association and all other rules that are applicable. A two thirds (2/3) vote within the Judicial Branch is required to overturn to void the elections.

The Judicial Branch may uphold the results of the election or direct the Election Commission to rerun all or part of the election.

The ruling of the Judicial Branch shall be binding upon the Election Commission, Executive Branch and Legislative Branch.

Provisions that shall be considered in determining a new election:

- 1). A five (5) percent inconsistency of ballots cast and name of registered students.
- 2). Any breach to the election Code by the candidate or the Election Commission.
- 3). Any candidate participating in the election procedure in any way other than being a candidate.
- 4) Any other inconsistency that the Election Commission feels is justified.

If the Judicial Branch calls for a new election, the new election shall take place within three (3) days of the ruling.

## **Bylaw XXII**

### **Budget Procedures**

#### **Section. 1.**

Every fiscal year the Senate of the Student Government Association shall approve an itemized, internal Student Government Association budget for the yearly expenses of the Student Government Association.

The total amount to be allocated in the budget shall be based upon the amount granted to the Student Government Association by the Student Service Fees Committee

#### **Section. 2.**

At the start of every June the current Executive Board should begin deliberating upon a budget to be proposed to the Senate at the beginning of the Fall semester.

The resulting itemized budget produced by the Executive Board shall be presented before the Student Government Association Senate to be approved, rejected, or amended during the first General Assembly of the Fall Semester.

#### **Section. 3.**

The Budget and all amendments to it shall require a 51% vote in the affirmative on behalf of the Student Government Association Senate.

#### **Section. 4.**

In the event that a Budget is not passed in the first General Assembly of the Fall Semester, an Emergency Budgetary Committee shall be formed to resolve the issue as quickly as possible.

##### **Sub-Section. 4-A.**

This Emergency Budgetary Committee shall be Chaired by the Director of the Treasury, and shall consist of any and all interested Senators.

## **Bylaw XXIII**

### **Executive Orders**

#### **Section. 1.**

In the event that the President feels that special action must be taken by the Executive Branch he or she may write Executive Orders to act in the place of Bylaws and Resolutions.

#### **Section. 2.**

To be considered legitimate, Executive Orders must be submitted in writing and into the records by the Department of the Secretariat, so that they may be reviewed and understood by the Officers of the Student Government. Furthermore, an Executive Order must be announced at a General Assembly during the Executive Branch Report before the Order may be considered active. The President may set an expiration date on an Executive Order.

The President may rescind an Executive Order at any point, but this must be announced at the earliest General Assembly during the Executive Branch Report and must be reflected in the Department of the Secretariat's record keeping.

#### **Section. 3.**

Executive Orders set policy and procedure within the Executive Branch, and may not be used to regulate the behaviors of members of either the Legislative or Judicial Branches.

Executive Orders act in the place of Bylaws and Resolutions, and may not supercede either.

If the Student Court finds that an Executive Order is in conflict with the Constitution, the Bylaws, or Senate Resolutions, then the Executive Order shall cease to have legitimacy.

## **Bylaw XXIV**

### Emergency Legislative Appointments

#### **Section. 1.**

As the possibility exists that a deficit of functional representation within the Student Government Association Senate may occur, special appointment powers shall be given to the Student Body President under specific circumstances to amend this issue.

#### **Section. 2.**

The President of the Student Government Association shall be enabled to appoint Senior Senators up until the point that the Senate consists of four Senators.

These Senatorial appointments shall be allowed without any Legislative oversight, and may be considered immediate.

#### **Section. 3.**

Every appointment performed in this manner must be documented and submitted into the records.

## **Bylaw XXV**

### Procedures for Amending the Bylaws

#### **Section. 1.**

As deemed necessary, the Bylaws of the University of Houston - Downtown Student Government Association may be amended to suit the changing needs and desires of the Association.

#### **Section. 2.**

Proposed Amendments must be submitted to the Speaker of the Senate before regular General Assemblies and to the President before Special General Assemblies.

The proposed Amendment must be read before a General Assembly at least one week prior to the General Assembly that it is voted upon.

#### **Section. 3.**

A 51% Affirmative Vote on behalf of the Senate shall be required to approve an Amendment to the Bylaws.

#### **Section. 4.**

Any Officer of the Student Government Association may propose an Amendment to the Bylaws. However, every proposed Amendment must be sponsored by at least one Senator before it is to be considered.

#### **Section. 5.**

The Chief Justice shall affix all passed Amendments to the bottom of an updated version of the Bylaws in the order by which they were passed.



## **Bylaw XXVI**

### **Bill Uniformity**

#### **Section. 1.**

In order to ensure consistency and professionalism among the Student Government Association Senate, bills submitted before the Senate of the Student Government Association must fulfill certain requirements to be properly considered.

#### **Section. 2.**

All bills brought before the Senate must use the Official University of Houston - Downtown Student Government Association Legislative Template.

The Official University of Houston - Downtown Student Government Association Legislative Template must be easily accessible to all interested parties.

#### **Section. 3.**

All bills brought before the Student Government Association Senate must maintain a uniform labeling system to ensure ease of access and organization.

The label of the bill must begin with an abbreviation of the bill type, adhering to the following:

- Senate Resolution: SR
- Bylaw Amendment: BA
- Budget Proposal: BP
- Constitutional Amendment: CA

Following the bill type shall come the administration number. For instance the 2015-2016 Academic Year shall be the 36th Administration.

Finally the label must include the order the bill was proposed during this administration in the form a three digit number.

For example, the first Senate Resolution of the 2015-2016 Academic year will have the following label: SR-36-001

#### **Section. 4.**

It shall be the duty of the Speaker of the Senate and all Senior Senators to understand these rules, and to properly instruct anyone attempting to write a bill on how to properly do so.

## **Bylaw XXVII**

### Line-Item Veto

#### **Section. 1.**

The President is explicitly given the authority to perform Line-Item Vetoes.

#### **Section. 2.**

The Line-Item Veto is defined as a partial rejection and acceptance of Legislation sent before the President.

That which is rejected shall not become valid unless a two-thirds vote by the Student Government Senate overturns the vetoed portion, as with any other veto.

## **Bylaw XXVIII**

### Stipends

#### **Section. 1.**

All Students receiving money from the Student Government Association fund account for the purpose of stipends cannot be denied allocated amount unless removed from position by student membership of the organization or resignation. Any dispute concerning remaining allocated funds after removal from position will be at the discretion of the Judicial Board.

#### **Section. 2.**

Seated officer stipends will remain the same from here on, and at the three-year period the Senate will convene to discuss any adjustments to the stipends that will be put into the constitution. Starting June 2017, so for example next review can be done by the incoming administration that starts June 2020, and so on and so forth.

#### **Section. 3.**

Stipend positions will receive payment on a monthly basis starting the month after the new student government association has taken office for the new academic year (June). It shall be paid on a 12-month basis from July of the start of the new SGA academic year to June the end of the academic year. All stipend positions per constitution will need to submit their hours via Gatorsync (or any future software UHD uses to track volunteer hours) within 5 days after month's end, to ensure you are credited with your stipend in a timely manner. If you do not submit your hours via Gatorsync (or any future software UHD uses to track volunteer hours) within 5 days after months' end, the stipend for the past month is not guaranteed.

**Section. 4.**

Pro-temp position will not get paid stipends.

**Section. 5.**

The stipends starting June 2017 is as follows. This section will need to be updated if at the 3-year mark stipends do receive any type of change.

Over 12 Month Period	
Stipends	Received
President Stipend	\$2,500.00
Vice-President Stipend	\$2,500.00
Executive Chief of Staff	\$1,500.00
Director of the Secretariat	\$1,500.00
Director of Student Engagement	\$1,500.00
Director of External Affairs	\$1,500.00
Director of P.R. and Marketing	\$1,500.00
Director of Community Outreach	\$1,500.00
Director of the Treasury	\$1,500.00
Asst. to President	\$700.00
Speaker of The House	\$1,500.00
Chief Justice	\$1,500.00
Senior Senator Collge of Public Service	\$700.00
Senior Senator Collge of Public Service	\$700.00
Senior Senator University College	\$700.00
Senior Senator University College	\$700.00
Senior Senator College of Science & Technology	\$700.00
Senior Senator College of Science & Technology	\$700.00
Senior Senator College of Humanities & Social Science	\$700.00
Senior Senator College Humanities & Social Science	\$700.00
Senior Senator College of Business	\$700.00
Senior Senator College of Business	\$700.00
<b>Total</b>	<b>\$26,200.00</b>

**Bylaw XXIX**

Pro-temp Speaker of the House

**Section. 1.**

This allows the voted in senators (senior senators) to select their own pro-temp Speaker of the House for the summer. Which will have the exclusion of having to have been a member of SGA for at least one semester and attended two consecutive General Assemblies, before you may have the ability to be voted upon as the pro-temp Speaker of the House. To maintain fluidity of the first General Assembly for the upcoming academic year after election results have been approved, the previous academic year SGA Speaker of the House will assume their role as running the General Assembly until the new pro-temp Speaker of the House for the summer is appointed and voted in, which will be the first step on the June Agenda. The nomination of pro-temp speaker will be done by an individual who is in the senate, either self-nomination or nomination by another senate member. After nomination the vote towards the nominees will occur, having to have 2/3 majority vote from the senate to win the position of pro-temp Speaker of the House.

### **Section. 2.**

The Speaker of the House and/or pro-temp Speaker of the House will now have the power to appoint senior senators, and that power will be taken from the executive board. The executive board power to appoint senior senators and pro-temp Speaker of the House are eliminated in the constitution.

### **Section. 3.**

If there is a tie on the vote of the new pro-temp Speaker of the House, the power of the tie breaker will be given to the previous Speaker of the House, which they may be delegated to the Vice President in their absence. If there is no legislative body formed by the new academic year for Student Government Association, it will fall upon the Vice President to be the legislative body, and to form one as well.

## **Bylaw XXX**

### **Pro-temp Chief of Justice**

#### **Section. 1.**

This will allow the President to appoint a pro-temp Chief Justice in the act there was not a Chief Justice voted upon in the election prior to the start of the new administration for the new academic year of SGA.

#### **Section. 2.**

Once the president appoints a pro-temp Chief Justice, there will need to be a special election held within 30 days to officially get a Chief Justice in permanently for the remainder of the academic year. The pro-temp Chief Justice is in charge of getting the election commission together to get the special election up and running. This special election allows a fair chance to the entire student body to run for the position, once it has been officially announced.

## **Bylaw XXXI**

### GPA Requirements

#### **Section. 1.**

GPA requirements are standard for president/vice president with a cumulative 2.5 GPA and for the chief justice of a cumulative 2.0 GPA. Student Defender and Attorney General as running officers shall have a 2.0 cumulative GPA, as well.

