



CONSTITUTION

As amended effective October 16, 2007

PREAMBLE

We, the members of the student body of the University of Louisville, recognizing the need for a representative, functional, and democratic form of student government at the University-wide level, do hereby establish this Student Government Association as the student governing body of this institution. Our aims are:

- to provide an effective organization for the administration of student affairs;
- to promote and protect student rights and responsibilities;
- to create a stronger bond among students and among all student organizations;
- to provide official channels through which student opinions may be expressed;
- to promote full cooperation among students, administration, faculty, and staff;
- to improve student physical, social, and cultural welfare;
- to safeguard the academic and individual freedoms of the students of the University of Louisville;
- to improve the status of students in the University community; and
- to promote diversity and fairness on campus and in the Student Government Association.

Realizing that a student organization founded on these principles is a cornerstone in the building of a better University community, we do hereby endeavor to administer policies and activities that best fulfill the needs and interests of the University Student Populace.

ARTICLE I
NAME OF THE ORGANIZATION

The name of the organization shall be the Student Government Association (herein, SGA) of the University of Louisville.

ARTICLE II
MEMBERSHIP AND PRIVILEGES

SECTION 2.1 MEMBERSHIP

- 2.1.1. All part-time and full-time registered students of the University of Louisville, Louisville, Kentucky, are members of the SGA.
- 2.1.2. Membership in the SGA shall be open to all students regardless of race, color, gender, sexual/affection orientation, or physical, mental, or emotional disability, except as provided for by federal law.

SECTION 2.2 VOTING PRIVILEGES

All members are entitled to vote in a university-wide SGA election under procedures established by the Student Senate.

SECTION 2.3 POSITIONS

All members are eligible to seek a position in the SGA under the procedures and requirements set forth in other sections of this Constitution.

SECTION 2.4 PETITIONING

All members have the right to petition the SGA or any agency thereof for a redress of grievances.

SECTION 2.5 MEETINGS AND FORUMS

- 2.5.1. All members shall have the right to address the Student Senate at regularly scheduled Senate meetings held in accordance with Section 5.10.1 of the SGA Constitution.
- 2.5.2. A special meeting of the SGA may be called by the President of the SGA, the Executive Board, a petition signed by the majority of the Student Senate presented to the President or the Executive Board, or a signed petition of one percent (1%) of the student body.
- 2.5.3. A special meeting may be called for the purposes of a removal proceeding by the chair of the Development Board after a finding that probable cause exists to impeach an Executive Cabinet Officer.
- 2.5.4. Student forums shall serve as an opportunity for the discussion of student interests. At such meetings, the membership shall have the power to make general recommendations to the Student Senate.
- 2.5.5. The Student Senate must be informed of special meetings at least forty-eight (48) hours prior to the meeting date.

ARTICLE III
ORGANIZATIONAL STRUCTURE

SECTION 3.1 COMPOSITION

The SGA shall be comprised of the Executive, Legislative, and Judicial Branches.

SECTION 3.2 SUPREMACY

The Constitution shall be the supreme law of the SGA and all policies, pronouncements, rulings, and enactments of the Association shall be subordinate to it, subject to the U.S. Constitution, the Kentucky State Constitution, federal, state, and local laws.

ARTICLE IV
ADMINISTRATIVE OFFICERS

SECTION 4.1 AUTHORITY

- 4.1.1 Administrative powers granted herein shall be vested in the officers of the SGA: the President, the Executive Vice President, the Academic Vice President, and the Services Vice President.
- 4.1.2 The President and the Vice Presidents shall constitute the Executive Cabinet. The Executive Cabinet may take emergency action otherwise under Student Senate jurisdiction when neither the Senate nor the Executive Board can be called into session. However, unanimous agreement of the Executive Cabinet on the action shall be necessary, and such action shall be negated effective at the next Senate meeting if the Senate fails to ratify the action by a majority vote.
- 4.1.3 The Executive Cabinet has the powers to develop the Attendance and Remuneration Policies.

SECTION 4.2 HIERARCHY

- 4.2.1. The hierarchy of the Executive Branch shall be as follows:
 - (a) the President
 - (b) the Executive Vice President
 - (c) the Academics, and Services
 - (d) the Executive Staff

SECTION 4.3 THE PRESIDENT

The President shall have the following duties:

- 4.3.1 administer the policies, procedures, and programs of the SGA as established by the Student Senate.
- 4.3.2 responsible for soliciting the opinions, concerns, and needs of the student body.
- 4.3.3 serve as a liaison to the University Administration to represent concerns in the decision-making processes of the University.
- 4.3.4 if legally qualified, serve as a trustee of the University of Louisville.

- 4.3.5 responsible for representing University of Louisville student interests to external government influences.
- 4.3.6 coordinate preparation of a budgetary proposal for consideration by the Student Senate in accordance with this Constitution and with the guidelines, regulations, rules, and procedures established by the Student Senate and by the University Administration.
- 4.3.7 appoint students to University-wide committees whose nomination shall be included on the agenda, and subject to the approval of the Student Senate. Powers of appointment given to the President shall be limited by appointment powers given to other members of the Cabinet in other parts of this Constitution.
- 4.3.8 serve as a non-voting ex-officio member of the Student Senate.
- 4.3.9 make reports to the Student Senate.
- 4.3.10 require written reports from other officers of the SGA as the President deems necessary.
- 4.3.11 call meetings of the SGA and special meetings of the Student Senate and of the SGA Boards.
- 4.3.12 recommend to the Student Senate creation or abolishment of Executive staff members and other non-elected administrative positions in the SGA as specified in Section 4.13 of the SGA Constitution; appoint persons to such positions only with the advice and approval of the Student Senate.
- 4.3.13 shall serve on the President's Executive Cabinet as long as student representation is requested.

SECTION 4.4 THE EXECUTIVE VICE PRESIDENT

The Executive Vice President shall have the following duties:

- 4.4.1 administer the internal operations and policies of the SGA, including but not limited to emphasis on the budget and financial policies, member retention, recruitment programs, and procedures of the Student Senate as determined by that body.
- 4.4.2 serve as a non-voting ex-officio member of the Student Senate, voting only to break a tie.
- 4.4.3 prepare a schedule of all regular Student Senate meetings as determined by the Student Senate.
- 4.4.4 work with the SGA Budget Director to oversee the expenditures and finances of the SGA.
- 4.4.5 assist in providing an agenda and minutes of Senate meetings in collaboration with the Senate President.
- 4.4.6 make reports to the Student Senate.
- 4.4.7 oversee the recording of minutes and attendance rosters of all regular and special Senate meetings in collaboration with the Senate President.
- 4.4.8 discuss, distribute, and enforce the Attendance and Remuneration Policies for Student Senators, as voted on by the Student Senate, at the second Senate meeting following his installation into office.
- 4.4.9 compile and maintain permanent records of the Student Senate, Student Councils, and SGA Boards for public inspection, such records should include but not be limited to the SGA Constitution and By-Laws, Student Council Constitutions and By-Laws, and records of minutes and attendance rosters from each SGA regular and special SGA meetings.
- 4.4.10 assume the duties of the SGA President in his temporary absence or vacancy, as specified in Section 4.10 of the SGA Constitution.

- 4.4.11 serve as chairman of the Executive Board and call meetings thereof.
- 4.4.12 arrange a workshop to be given no later than five (5) months after his installation into office, which will heighten the awareness and sensitivity of all Student Senators to all cultures represented in the University of Louisville.
- 4.4.13 serve as Parliamentarian for the Student Senate or appoint an appropriate replacement in the absence of the Senate President and Senate Pro-Tempore.
- 4.4.14 prepare and facilitate a leadership development class or workshop to improve student leadership on campus and in the surrounding community.
- 4.4.15 prepare a Senators' Retreat in the beginning of the Fall semester.
- 4.4.16 shall serve on the University-wide Budget Advisory Committee as long as student representation is requested.
- 4.4.17 Encourage, help and educate Student Senate about how to write resolutions, make motions and follow parliamentary procedure.

SECTION 4.5 THE ACADEMIC VICE PRESIDENT

The Academic Vice President shall have the following duties:

- 4.5.1 administer the academic policies and programs of the SGA as established by the Student Senate.
- 4.5.2 serve as the student representative to the Faculty Senate, and appoint an alternate who will be subject to approval by the Student Senate.
- 4.5.3 appoint students to University committees concerned with academic matters, subject to Senate approval.
- 4.5.4 serve as Chairman of the Academic Policy Board.
- 4.5.5 serve as a non-voting ex-officio member of the Student Senate.
- 4.5.6 make reports to the Student Senate.
- 4.5.7 assume the duties of the SGA President in the temporary absence or vacancy of the President and Executive Vice President, as specified in Section 4.10 of the SGA Constitution.
- 4.5.8 shall serve on the University-wide Policy Advisory Committee as long as student representation is requested.
- 4.5.9 administer student recognition awards.

SECTION 4.6 THE SERVICES VICE PRESIDENT

The Services Vice President shall have the following duties:

- 4.6.1 administer the services, service policies, and programs of the SGA as established by the Student Senate.
- 4.6.2 serve as the student representative to the Staff Senate, and appoint an alternate who will be subject to approval by the Student Senate.

- 4.6.3 appoint students to University committees concerned with services, subject to Senate approval.
- 4.6.4 serve as a liaison representing student concerns to University administrators concerned with services.
- 4.6.5 serve as a non-voting ex-officio member of the Student Senate.
- 4.6.6 make reports to the Student Senate.
- 4.6.7 assume the duties of the SGA President in the temporary absence or vacancy of the President, Executive Vice President, and Academic Vice President, as specified in Section 4.10 of the SGA Constitution.
- 4.6.8 shall serve on the University-wide Planning Advisory Committee as long as student representation is requested.

SECTION 4.7 ELECTION OF EXECUTIVE CABINET POSITIONS

- 4.7.1. The SGA President and Vice Presidents shall be elected by a plurality vote of at least forty percent (40%) for the respective office in the Spring General Election of the SGA on a day or days set by the Student Senate. If a candidate fails to receive the sufficient percentage of votes, there shall be a run-off election in a time, date and manner set by the Supreme Court for that office between the two candidates receiving the most votes.
- 4.7.2. Each candidate for SGA President or Vice President must:
 - (a) comply with election rules and procedures.
 - (b) be at least a full time student (with all hours being taken for academic credit) and in satisfactory academic standing at the University of Louisville. These requirements are to be in accordance with the regulations of the candidate's academic unit as determined by the Office of the Registrar. Classes being taken as "audit" and classes from which the candidate has withdrawn will not count toward a half time status.
 - (c) have completed at least one semester at the University of Louisville.
- 4.7.3. The Supreme Court, as established by the Constitution and By-Laws of the SGA, shall be responsible for conducting SGA elections.
- 4.7.4. Any student who has not complied with any election sanction of the Supreme Court shall be ineligible to run for or hold office in the SGA.
- 4.7.5. Eligible students shall be allowed to run for only one (1) office in the SGA during any single election period.

SECTION 4.8 TERM OF OFFICE

- 4.8.1. Members of the SGA Executive Cabinet shall be installed at the May Senate meeting following the Spring General Election. Each incoming officer shall be installed by his outgoing counterpart. If any officer is succeeding himself, he shall be installed by the chief Student Affairs officer of the University or his designee.
- 4.8.2. The term of office for members of the Executive Cabinet shall be from the May Senate meeting in the year of election to the May Senate meeting the following year.

SECTION 4.9 REQUIREMENTS TO MAINTAIN OFFICE

- 4.9.1. Each Executive Cabinet member must satisfy the following requirements during their term of office:
- (a) maintain satisfactory academic standing as determined by the Registrar’s Office of the University of Louisville; and
 - (b) be a full time student (with all hours being taken for academic credit). Classes being taken as “audit” and classes from which the candidate has withdrawn will not count towards full time status.

SECTION 4.10 VACANCIES

- 4.10.1. In the temporary absence of the SGA President, the order of temporary succession to the Presidency shall be as follows:
- (a) the Executive Vice President,
 - (b) the Academic Vice President,
 - (c) the Services Vice President,.
 - (d) the Senate President
- 4.10.2. In the event of a temporary absence of the SGA President, where the Executive Vice President, the Academic Vice President, the Services Vice President, and the President of the Senate are unable to fulfill the duties of the SGA President, the Student Senate shall elect a Student Senator to temporarily fill the position by a majority of votes.
- 4.10.3. If the office of President becomes vacant, a special election shall be held in accordance with KRS 164.821(2). A vacancy shall occur when an officer resigns from or is permanently removed from office. Until the special election can occur the Presidency will follow Section 4.10.1 of the SGA Constitution.
- 4.10.4. A vacancy in the vice presidency shall be filled by a qualified student, as delineated in Section 4.7.2 of the SGA Constitution. Nominations shall be taken for the vacant vice presidency for a period of at least two (2) weeks after advertising the position University-wide. After a period of at least two (2) weeks, the Student Senate shall elect a new Vice President after providing all candidates the opportunity to address the Senate. The candidate with a plurality vote of at least a majority of the votes shall become the new Vice President. The meeting to elect the Vice President shall be presided over by the Supreme Court Chief Justice or an associate justice selected by the Supreme Court.
- 4.10.5. In order to resign, any officer shall submit a notarized letter of resignation to the SGA President, the Student Affairs office and give general notice to the Student Senate.

SECTION 4.11 REMOVAL OF EXECUTIVE CABINET OFFICERS

- 4.11.1. The President, Executive Vice President, Academic Vice President, Services Vice President, or may be removed from office due to gross failure to carry out the required duties of the office and for failure to satisfy the requirements to hold office as delineated in this Constitution or for acting against the best interest of the student populace.
- 4.11.2. Any member of the SGA may submit a letter stating grounds necessitating an impeachment to the chair of the Development Board. Upon receiving the letter, the chair of the Development Board must convene the Development Board within two (2) weeks to hold a hearing to determine whether probable cause exists to impeach (charge) the Executive Cabinet Officer. At the probable cause hearing, the Development Board shall hear testimony from witnesses, including but not limited to the member of the SGA that submitted the letter to the Development Board and from the Executive Cabinet Officer accused of malfeasance.

- 4.11.3. Upon a finding that probable cause exists, the chair of the Development Board will notify the Student Senate through electronic communication within twenty-four (24) hours from the adjournment of the probable cause hearing that grounds exist to impeach the Executive Cabinet Officer.
- 4.11.4. Upon notification of impeachment, the SGA President or chair of the Development Board shall call a special meeting to determine whether removal of the Executive Cabinet Officer is warranted.
- 4.11.5. Removal proceedings shall be conducted in the following manner:
 - (a) the vote on removal shall be held no sooner than two (2) weeks and no later than five (5) weeks after impeachment.
 - (b) during the removal proceeding, no Executive Cabinet Officer shall preside over the proceeding. No Executive Cabinet Officer shall be allowed to vote or have the power to make motions. Any Executive Cabinet Officer may have floor privileges and be allowed to remain present during the proceedings.
 - (c) during the removal proceeding, the Supreme Court Chief Justice or an associate justice selected by the Supreme Court shall chair the meeting, prepare the agenda, set guidelines for the meeting and maintain order under Robert's Rules of Order Newly Revised.
 - (d) the removal proceeding shall be conducted in a fair and impartial manner providing each party with the opportunity to speak before the Senate and call necessary witnesses according to the procedures prescribed by Robert's Rules of Order Newly Revised.

SECTION 4.12 REMUNERATION OF ADMINISTRATIVE OFFICERS

- 4.12.1. Those granted administrative powers in Section 4.1.1 of the SGA Constitution shall be restricted in the amount of tuition remission to that amount which would be allocated undergraduate in-state.
- 4.12.2. The amount of tuition remission, wages, compensation, reward, or consideration for duties performed by administrative officers shall be allocated in the SGA budget. If the budget has not been approved at the time of the filing deadline for the election of administrative officers, the amount allocated for compensation shall not decrease in an amount greater than ten percent (10%) of the amount allocated to the position in the previous year absent an unforeseen decrease in the SGA budget.
- 4.12.3. Any motion to rescind or amend this Section, 4.12 of the SGA Constitution, or any part of said Section, shall be brought to the attention of the Student Senate by any member of the SGA. The motion shall be determined in the following manner:
 - (a) during the process of rescission, amendment, or discussion the Executive Cabinet Officers shall have floor privileges and shall be allowed to remain present during the proceedings.
 - (b) during the process of rescission, amendment, or discussion, the Supreme Court Chief Justice or an associate justice selected by the Supreme Court shall preside over the proceeding.
- 4.12.4. Should an Executive Officer be resign or be removed their compensation shall be pro-rated based on the amount of time served.

SECTION 4.13 SELECTION OF NON-CABINET POSITIONS

- 4.13.1. The Student Senate shall have power to create or to abolish Executive staff members, and other University-wide non-elected administrative and cabinet positions in the SGA, according to the needs of the SGA or Student Senate. The SGA President shall appoint persons to such positions only with the advice and approval of the Student Senate.
- 4.13.2. Non-elected cabinet positions shall be created to address and administer specific areas of SGA concern.

- 4.13.3. Every student appointed or selected for positions under this section must be at least a half (1/2) time student (with all hours being taken for academic credit) and in satisfactory academic standing at the University of Louisville. These requirements are to be in accordance with the regulations of the candidate's academic unit as determined by the Office of the Registrar. Classes being taken as "audit" and classes from which the candidate has withdrawn will not count toward a half time status.
- 4.13.4. The amount of tuition remission, wages, compensation, reward, or consideration for duties performed by non-elected administrative officers in the SGA shall be allocated in the SGA budget. If the budget has not been approved at the time of appointment of the non-elected administrative officers in the SGA, the amount allocated for compensation shall not decrease in an amount greater than ten percent (10%) of the amount allocated to the position in the previous year absent an unforeseen decrease in the SGA budget.

ARTICLE V THE STUDENT SENATE

SECTION 5.1 LEGISLATIVE POWERS

All legislative powers granted herein shall be vested in the Student Senate.

SECTION 5.2 VOTING MEMBERS

The voting membership of the Student Senate shall be the following:

- 5.2.1. The Executive Vice President of the SGA, voting only to break a tie.
- 5.2.2. One President, as outlined in Section 5.5.2 of the SGA Constitution, from each of the recognized school Student Councils of the University.
- 5.2.3. One Vice President, as outlined in Section 5.5.2 of the SGA Constitution, from each of the recognized school Student Councils of the University.
- 5.2.4. Representatives elected from the academic units of the University as specified in Section 5.6 of the SGA Constitution.

SECTION 5.3 EX-OFFICIO VOTING MEMBERSHIP

The number of voting ex-officio members of the Student Senate from the Faculty and Staff Senates shall be specified in The Redbook.

SECTION 5.4 EX-OFFICIO NON-VOTING MEMBERSHIP

The following shall be non-voting ex-officio members of the Student Senate:

- 5.4.1. the President, Academic Vice President, and Services Vice President of the SGA,
- 5.4.2. the non-elected administrative personnel of the SGA,
- 5.4.3. a representative from the University's Student Affairs Office,
- 5.4.4. the number of non-voting ex-officio members of the Student Senate from the Faculty and Staff Senates as specified in The Redbook,

- 5.4.5. other persons so designated by the SGA President, subject to Senate approval., and
- 5.4.6. the executive members of the Student Activities Board, if they do not hold an elected position in the Student Senate.

SECTION 5.5 ACADEMIC UNIT REPRESENTATION

- 5.5.1. Each Academic Unit given the power to recommend the granting of degrees by the Board of Trustees of the University in accordance to The Redbook Section 3.1.1 shall have the power to have a Council and to have representation in the Student Senate. Each Academic Unit may have only one (1), single, recognized council whether it is serving undergraduate, graduate students, professional students, or a combination of students.
- 5.5.2. All councils with representation in the Student Senate shall have a minimum of two (2) senators, the President and Vice President of the Council and the other the Vice President of the Council.
- 5.5.3. Each academic unit will gain one voting Senate seat for each seven-hundred-fifty (750) full-time equivalent (F.T.E) students enrolled in their Academic Unit.
- 5.5.4. The number of representatives per unit shall be determined from the registration totals provided by the Registrar's Office of the University from the fall semester immediately preceding the date of elections.

SECTION 5.6 ELECTION OF ACADEMIC UNIT REPRESENTATIVES

- 5.6.1. Academic Unit Representation shall be elected by the students of the academic unit they represent in the Spring General Election of the SGA in accordance with the provisions and requirements of Section 4.8 of the SGA Constitution or on a day or days set by the Student Senate under rules and procedures established by the Student Senate. Each candidate for academic unit representative must:
 - (a) comply with election rules and procedures.
 - (b) be at least a half time student (with all hours being taken for academic credit) and in satisfactory academic standing at the University of Louisville. These requirements are to be in accordance with the regulations of the candidate's academic unit as determined by the Office of the Registrar. Classes being taken as "audit" and classes from which the candidate has withdrawn will not count toward a half time status.
- 5.6.2. The Student Senate may authorize sophomores who are majoring in programs administered by academic units limited to juniors and seniors who anticipate being admitted to such academic units by the next following regular semester to become candidates for academic unit representative under such conditions and regulations as may be established by the Senate.
- 5.6.3. The Student Senate may authorize students who have applied to transfer academic units before the filing deadline to run for office to become candidates in the applied for academic unit representation under such conditions and regulations as may be established by the Senate.
- 5.6.4. No student shall be eligible to be a candidate for election in more than one academic unit.
- 5.6.5. Student Senators shall be installed by the Executive Vice President of SGA immediately following the installation of SGA Cabinet Officers as in Section 4.8.2 of the SGA Constitution.

SECTION 5.7 DUTIES OF STUDENT SENATORS

A Student Senator shall:

- 5.7.1. attend all regular and special meetings of the Student Senate. Under extenuating circumstances a Senator may send a proxy and submit an excuse of absence in accordance with Section 5.10.5 of the SGA Constitution.
- 5.7.2. attend all regular and special meetings of the Student Council of their respective Academic Unit and adhere to that Student Council's guidelines regarding attendance at those meetings.
- 5.7.3. serve on at least one (1) SGA Board or committee, beginning Fall 2008. Senators may appeal this duty to the SGA Executive Board.
- 5.7.4. serve if appointed, on a University Committee. If a member of the University-wide committee, submit periodic written reports of transpired business to the Executive Vice President.
- 5.7.5. seek views and input of their student constituents.
- 5.7.6. attend the workshop to heighten the awareness of and sensitivity to all cultures represented in the University of Louisville, which will be arranged by the Executive Vice President, or attend an equivalent program by the end of the fall semester.
- 5.7.7. submit a written report to the Executive Vice President at the last regularly scheduled Student Senate meeting of the fall and spring semesters as requested by the Executive Vice-President. The report should consist of a synopsis of the Senator's work during the semester and a reflection of their successes and failures in SGA.

SECTION 5.8 VACANCIES

- 5.8.1. A Senator may resign by submitting a written statement of resignation to the Executive Vice President of the SGA.
- 5.8.2. Vacancies occurring in the academic unit Senate seats shall be filled through an election by the Student Council of the Academic Unit represented, provided that the student elected meets the eligibility requirements of an academic unit representative and adequate public notice preceding the election has been given. The Student Councils must fill all vacancies occurring during the summer at the beginning of the fall semester. The vacancies left by the General SGA Election must be filled by the commencement of the fall semester. Vacancies not filled by Student Councils after two (2) regular meetings of the Student Senate (excluding summer) shall be filled through an election by the Student Senate under the same procedures required of a Student Council.
- 5.8.3. Vacancies occurring in the positions of Student Council Presidents and Vice Presidents shall be filled according to procedures established by the respective Student Councils.

SECTION 5.9 REMOVAL

- 5.9.1. Failure of a Senator to fulfill the duties as delineated in Section 5.7 of the SGA Constitution shall be grounds for removal.
- 5.9.2. The Executive Vice President shall determine whether the Senator has fulfilled the duties of Office as delineated in Section 5.7 of the SGA Constitution. If the Executive Vice President decides that said member of the Student Senate has not fulfilled his duties, the Executive Vice President shall send a

certified letter to the Senator. The Senator must show cause for maintaining his position in the Student Senate at the next regularly scheduled Development Board meeting.

- 5.9.3. The Development Board shall deliberate and decide whether the Senator in question has fulfilled the duties of Office as delineated in Section 5.7 of the SGA Constitution.
- 5.9.4. A request to appeal the Development Board's decision made under Section 5.9.3 may be submitted to the President of the SGA and the President of the SGA shall decide whether the appeal is to be heard by the Student Senate. The final appeal shall be vested in the Student Senate for reversal by a two-thirds (2/3) vote of the Student Senate.
- 5.9.5. A Student Senator shall lose his seat if he fails to continue in satisfactory academic standing, as determined by the Registrar's Office of the University of Louisville, in the academic unit that he represents, except that in the following cases a Student Senator may be registered in a different academic unit:
 - (a) a Senator elected as a sophomore to represent an academic unit limited to juniors and seniors in accordance with Section 5.6.1(b) of the SGA Constitution may be registered in a different academic unit that he represents, but the Student Senate may impose a time limit within which such a Senator must be admitted while his application for admission is pending.
 - (b) a President or Vice President, or a Senator serving in place of a President or Vice President, of a Student Council that permits graduate students to hold such office must be registered in a program administered by the Faculty or a department (or equivalent sub-unit) of the undergraduate academic unit that such Senator represents, even though the program is administered through the Graduate School (or its successor) or by the academic unit alone or together with other academic units.

SECTION 5.10 MEETINGS AND PROCEDURES

- 5.10.1 Regular meetings of the Senate shall be held at least once every month during the fall and spring semesters. Regular meetings during the summer semester and months in which the fall and spring semesters do not fully encompass shall be left at the discretion of the Student Senate.
- 5.10.2 Special meetings of the Senate shall be called in accordance with Section 2.5.2 of the SGA Constitution.
- 5.10.3 No business shall be transacted at a special meeting of the Student Senate unless a majority of voting members are present.
- 5.10.4 A majority of the voting members of the Senate shall constitute a quorum.
- 5.10.5 If a Senator is unable to attend a particular meeting, he shall submit a letter of explanation to be approved by the Executive Vice President before the meeting is called to order. The letter shall include the name of the person serving as his proxy.
- 5.10.6 If a Senator must leave a meeting early, a proxy cannot assume his voting privileges. Likewise, should a Senator properly designate a proxy, the Senator, may not resume the voting privileges once a proxy has privileges at the beginning of the meeting.
- 5.10.7 No person shall have more than one (1) vote on each motion on the floor.

SECTION 5.11 POWERS AND DUTIES

- 5.11.1 The Student Senate shall determine its rules and procedures in accordance with this Constitution.

- 5.11.2 The Student Senate shall have the responsibility for chartering student organizations that it deems have fulfilled the requirements for recognition established by it through the Student Organizations Board. The Student Senate may, after due consideration, and the recommendations from the Student Organizations Board, revoke the charter of an organization or place it on suspension for a period not exceeding one (1) year.
- 5.11.3 The Student Senate shall have the power to approve or disapprove all allocations of SGA monies. Its budgetary responsibilities shall include:
- (a) to establish and determine guidelines, regulations, rules, and procedures for the administration and preparation of the budget of the SGA.
 - (b) to establish procedures for overseeing the SGA budgetary process.
 - (c) to approve all requests or recommendations concerning SGA funding before they may be sent to the University Administration.
- 5.11.4 The Student Senate shall only appropriate money for programs, funds, and spending categories authorized by previous Senate Legislation which sets out guidelines, regulations, rules and procedures for its expenditure. No SGA money may be spent unless authorized and appropriated for that purpose by the Student Senate.
- 5.11.5 The Student Senate shall recommend for approval or disapproval all allocations of monies by incidental fees paid by students.
- 5.11.6 The Student Senate may establish and amend the By-Laws in accordance with Article IX of the SGA Constitution.
- 5.11.7 The Student Senate may establish and amend the Constitution in accordance with Article VIII of the SGA Constitution.
- 5.11.8 The Student Senate shall have authority to reverse any action taken by an officer or by officers of the SGA by a two-thirds (2/3) vote. The Senate also shall have the power to direct an officer in the performance of his duties by majority vote.
- 5.11.9 The Student Senate shall determine its regular meeting time.
- 5.11.10 The Student Senate may vote to remove an Executive Cabinet Office in accordance with Section 4.11 of the SGA Constitution.
- 5.11.11 The Student Senate shall have power to require its approval before any University-wide SGA Officer appoints any student to any position.
- 5.11.12 The Student Senate shall have no power to adopt By-Laws, other legislation, or motions inconsistent with this Constitution. All such actions are null and void.
- 5.11.13 The Student Senate shall, in addition, have that power necessary to perform all other duties given it elsewhere in this Constitution.

Article VI

The Supreme Court

SECTION 6.1 JUDICIAL POWERS

All judicial powers granted in this article shall be vested in the SGA Supreme Court.

SECTION 6.2 COMPOSITION

- 6.2.1. The court shall be composed of six (6) Associate Justices and one (1) Chief Justice.
- 6.2.2. There shall be no more than one (1) Associate Justice from each academic unit.
- 6.2.3. There must be at least one (1) justice from the Health Sciences Campus and one (1) justice from the School of Law.

SECTION 6.3 APPOINTMENT

- 6.3.1. The SGA President shall submit nominees for Chief Justice and the six (6) Associate Justices to the Executive Board by February 1.
- 6.3.2. Each nominee will meet with the Executive Board. If the Executive Board recommends approval of the nomination, the nomination goes to the full Senate for a final confirmation vote. All nominations to the Supreme Court shall be made by a majority vote of the Student Senate.
- 6.3.3. Confirmed nominees to the Supreme Court shall take their seats when the new Executive Officers assume their positions as in Section 4.8.2 of the SGA Constitution.
- 6.3.4. The Chief Justice will notify the SGA President and Executive Vice President upon any vacancy on the Supreme Court.
- 6.3.5. Nominations for any vacancy must be made within one (1) month of notification from the Chief Justice. Vacancies shall follow the procedures as outlined in Section 6.3.2 of the SGA Constitution, except that confirmation may be made by either the Executive Board or the Senate.

SECTION 6.4 RESPONSIBILITIES OF THE SUPREME COURT

The Supreme Court shall:

- 6.4.1. draft rules for the general SGA elections as set forth in the SGA By-Laws, subject to Senate approval.
- 6.4.2. conduct an annual review of election procedures and recommend changes to the Student Senate.
- 6.4.3. hear any challenges under SGA election rules, and assess any penalties where appropriate.
- 6.4.4. hear and decide any properly brought cases concerning the SGA Constitution or By-Laws, as set forth under Section 6.8 of the SGA Constitution.
- 6.4.5. hear and decide any properly brought cases concerning any Recognized Student Organization's Constitutions or By-Laws.

SECTION 6.5 DUTIES AND POWERS OF THE JUSTICES

- 6.5.1. The Chief Justice shall preside over all Supreme Court functions, and is responsible for assigning the writing of any opinion.
- 6.5.2. The Associate Justices are required to attend and fully participate in all meetings and functions of the Supreme Court.

- 6.5.3. If an Associate Justice is unable to attend a particular meeting, he shall submit a letter of explanation to be approved by the Chief Justice before the meeting is called to order.
- 6.5.4. The justices of the Supreme Court must meet at least once in any month in which a petition is before the Court.
- 6.5.5. The justices of the Court may establish rules and procedures that are consistent with the SGA Constitution and By-Laws.
- 6.5.6. No justice shall sit or otherwise participate in any action where their relationship to any party casts doubt upon their ability to consider the case in an unbiased manner. Any justice must recuse themselves from any case before the Supreme Court where their participation in the case is inappropriate due to any relationship with the party. In the event a justice fails to recuse themselves voluntarily, either party or any justice may move the Supreme Court to recuse said justice involuntarily. Any motion for recusal must be made according to Section 6.8.2 of the SGA Constitution. Recusal shall be by a two-thirds (2/3) vote of the justices, and the reasons for recusal must be stated.
- 6.5.7. Should more than two (2) justices be recused from any given case, the Supreme Court shall notify the SGA President, who shall nominate Special Justices to sit in the place of the recused justices for that case only. Special Justices shall serve for that case only subject to confirmation by either the Executive Board or the Student Senate. Section 7.2.2 of the SGA Constitution shall not apply in cases where Special Justices are necessary.
- 6.5.8. The Supreme Court shall not sit or conduct any business in the absence of more than two (2) justices.

SECTION 6.6 TERM OF OFFICE

- 6.6.1. The Chief Justice and Associate Justices will serve for life terms, so long as they meet the requirements for office as outlined in Section 6.6.3 of the SGA Constitution, and desire to remain a Justice.
- 6.6.2. Justices may be reappointed to an additional term so long as this appointment does not conflict with any other provisions in the SGA Constitution.
- 6.6.3. The Chief Justice and all Associate Justices must be at least a half (1/2) time student (with all hours being taken for academic credit) and in satisfactory academic standing at the University of Louisville. These requirements are to be in accordance with the regulations of the candidate's academic unit as determined by the Office of the Registrar. Classes being taken as "audit" and classes from which the candidate has withdrawn will not count toward a half (1/2) time status.
- 6.6.4. At any time that a justice of the Supreme Court loses good standing as a student at the University of Louisville, that justice must inform the SGA President and Executive Vice President, and tender their resignation from the Court.
- 6.6.5. At any time that a justice does not comply with Section 6.6.3 of the SGA Constitution or is otherwise in dereliction of duties or guilty of malfeasance in office, including excessive absenteeism, the remaining justices may, by a vote in excess of two-thirds (2/3) of the Court's membership, remove said justice from office.
- 6.6.6. At any time that a justice does not comply with Section 6.6.3 of the SGA Constitution or is otherwise in dereliction of duties or guilty of malfeasance in office, including excessive absenteeism, and the remaining justices fail to remove said justice, any two (2) justices of the Supreme Court or the Chief Justice may transmit to the SGA President and Executive Vice President a letter stating accurately and completely the circumstances that warrant the removal of said justice. The SGA President and Executive Vice President

shall then transmit said letter to the Executive Board and Student Senate, either of which may remove said justice by a two-thirds (2/3) vote which must be publicly conducted.

- 6.6.7. No justice of the Supreme Court may run for any SGA office, including any Senate seat, in an election presided over by the Supreme Court. Any violation of this rule is grounds for removal from the Supreme Court by any means under this article and must also result in said justices being ineligible to seek or hold any SGA office or serve on the Supreme Court for a period of one (1) year.
- 6.6.8. No justice of the Supreme Court may advocate the election or defeat of any SGA office, including any candidate for the Student Senate. Any violation of this rule is grounds for removal from the Supreme Court by any means under this article and must also result in said justice being ineligible to seek or hold any office or serve on the Supreme Court for a period of one (1) year.
- 6.6.9. No justice of the Supreme Court may have any ex parte contacts with any party to a case pending before the Supreme Court. Any justice who discusses any case with any party to that case outside the normal procedures of the Supreme Court and without the other parties notified of that proceeding and given opportunity to be present and heard is subject to either recusal or removal from office or both through any means authorized in this article.

SECTION 6.7 CLERK OF THE SUPREME COURT

- 6.7.1. The justices of the Supreme Court may nominate a student in good standing or a staff member of the University of Louisville to serve as Clerk of the Supreme Court, subject to confirmation by two-thirds (2/3) of the justices. A member of the Supreme Court will not be prohibited from serving as Clerk, subject to confirmation by two-thirds (2/3) of the remaining justices. Once confirmed, the Clerk serves at the pleasure of the Supreme Court and only while in good standing at the University of Louisville.
- 6.7.2. The Supreme Court, through its Clerk, shall maintain a place in the SGA office where petitions for review and action by the Court may be filed. The Clerk also shall make available in the SGA office materials explaining what must be included in a valid petition to the Supreme Court.
- 6.7.3. The Clerk shall be responsible for all records of the Supreme Court, including retention of all original copies of petitions, responses, transcripts, and any and all other records filed with or issued by the Supreme Court.
- 6.7.4. Upon the filing of any properly composed petition, the Clerk will deliver to each justice one complete copy of said petition. The Clerk will also deliver one copy of said petition to any SGA officer, officers or organ, or students, or RSO named as respondents in said petition. Delivery of said petitions to any SGA officer must be made in person by the Clerk or another person acting for the Clerk. The Clerk is responsible for informing each respondent of their right to submit a written answer to the Supreme Court and to appear in person and be heard before the Supreme Court.
- 6.7.5. The Clerk of the Supreme Court shall be familiar with the Kentucky Open Records Act and similar provisions in the SGA Constitution and By-Laws, and provide all necessary advice to the Supreme Court regarding these provisions.

SECTION 6.8 CASES BROUGHT BEFORE THE SUPREME COURT

- 6.8.1. Any student, Recognized Student Organization, or Council at the University of Louisville may bring an action before the SGA Supreme Court.
- 6.8.2. A student may initiate an action by delivering a written petition to the Clerk of the Court, or depositing a written petition in the place in the SGA Office designated by the Clerk for that purpose. The Supreme Court may authorize petitions to be submitted electronically.

- 6.8.3. The respondent to any petition filed with the Supreme Court may file any valid counterclaim or cross claim subject to Section 6.8.4 of the SGA Constitution
- 6.8.4. To be acted on by the Supreme Court, any petition, counterclaim, cross claim, impleader or motion for recusal must:
- (a) clearly and accurately state the petitioner or petitioners' name or names;
 - (b) clearly and accurately state the respondent or respondents' name or names;
 - (c) clearly and accurately state the action or actions that are disputed by the petitioner or petitioners, including the time, place and manner of said action or actions, to the best of the petitioners' knowledge;
 - (d) clearly and accurately state the specific provision or provisions of the SGA Constitution or By-Laws the petitioner alleges are violated by the disputed action;
 - (e) clearly and accurately set forth the relief sought by the petitioner or petitioners;
 - (f) include, at the end of the petition, the following words: "I hereby represent to the Supreme Court of the Student Government Association my belief in good faith that to the best of my knowledge the allegations contained herein are true";
 - (g) bear the signature of each petitioner underneath the representation in Section 6.8.4(f) of the SGA Constitution.

SECTION 6.9 PARTIES TO ACTIONS BEFORE THE SUPREME COURT

- 6.9.1. A petitioner in any action before the Supreme Court may be any student, RSO, council, or organ of the SGA at the University of Louisville.
- 6.9.2. Any student, RSO, SGA officer or organ, including the Student Senate, may be named as the respondent in any petition brought before the Supreme Court. All respondents have the right to be served with a copy of the petition filed against them; to respond to said complaint with a written answer for consideration by the Supreme Court; to appear before the Supreme Court and be heard; and to file any and all counterclaims and cross claims that meet the requirements of Section 6.8.4 of the SGA Constitution.
- 6.9.3. Any party to any action, if authorized by the Supreme Court, may implead any third party, subject to the requirements of Section 6.8.4 of the SGA Constitution.
- 6.9.4. The Supreme Court may strike any respondent from any petition if the petition neither adequately alleges that said respondent has acted in any way contrary to the Constitution or By-Laws of the SGA, nor adequately alleges that said respondent must be a party to the action in order for the relief requested to be given.
- 6.9.5. As the SGA Constitution sets forth a federal system similar to that of the United States Constitution, compelling Councils to act as respondents before the Supreme Court would violate the structure of government set forth by the SGA Constitution. Therefore, just as the states are immune from court action under the United States Constitution unless they assent to being sued, so are the Councils immune from suit under the SGA Constitution unless they assent to be respondents in any given suit and represent the same in writing, which must be delivered to the Supreme Court with the petition.

SECTION 6.10 ACTIONS BEFORE THE SUPREME COURT

- 6.10.1. The Supreme Court may summarily dismiss any action brought before it that does not conform to the requirements of Section 6.8.4 of the SGA Constitution.
- 6.10.2. Any petition submitted to the Supreme Court that fulfills the requirements of Section 6.8.4 of the SGA Constitution shall be heard by the Supreme Court.

- 6.10.3. Service of a copy of the petition to all respondents, or a good faith effort to personally serve all respondents that is adjudged to be fair by the Supreme Court, the Supreme Court may order all parties to appear before it, no less than fourteen (14) days from the time of service, except for alleged election violations. The Supreme Court may determine time allotted for responses in election cases, but at least twenty-four (24) hours must be allotted for responses, unless the respondent voluntarily waives the twenty-four (24) hour response time. Any party failing to respond within the allotted time is subject to summary judgment against them.
- 6.10.4. Respondents to any petition brought before the Supreme Court must be informed by the Clerk of the Court and they may submit an answer to the petition to the Supreme Court and appear in person before the Supreme Court and be heard.
- 6.10.5. The Supreme Court will conduct its proceedings in accordance with the SGA Constitution and By-Laws and the normal, accepted practice of the courts of the Commonwealth of Kentucky.
- 6.10.6. Upon conclusion of any case before it, the Supreme Court will issue a written opinion explaining its ruling and any relief granted. A copy of this opinion will be transmitted to each party to the action and to the SGA President and Executive Vice President.
- 6.10.7. A compilation of all decisions of the Supreme Court shall be kept in the SGA office and online and made available to all students.
- 6.10.8. Prior Supreme Court decisions shall be treated as legal precedent under the SGA Constitution and By-Laws and may not be overturned save on reconsideration of the same case or changes made to the Constitution or By-Laws.
- 6.10.9. All actions must be brought before the Supreme Court within one year of the action, transaction or occurrence giving rise to the petition.

ARTICLE VII THE STUDENT COUNCILS

SECTION 7.1 MEMBERSHIP

The academic units shall be represented in the Student Government Association by Student Councils, as defined by the Constitution and By-Laws. Members of the Student Councils shall be elected by the students registered in the respective academic units.

SECTION 7.2 JURISDICTION AND POWERS

The student affairs of the individual units as governed by the respective Student Councils are reserved to the individual school and Student Council. The individual student council shall have the power over the student affairs of the respective academic unit except those otherwise reserved by the academic unit, the University Administration, and/or the Board of Trustees. The Student Councils have general legislative powers over matters pertaining to their meetings and over matters affecting the students of the academic units which they (the Councils) represent. The Councils have special responsibilities within their respective academic units concerning faculty relations, curricula, degree programs, and academic policies. Questions of jurisdiction between Student Councils shall be resolved by the Student Senate with final decision to be made by the chief student affairs officer of the University.

SECTION 7.3 CONSTITUTIONS

- 7.3.1. The Student Councils shall amend their constitutions through their own established procedures.
- 7.3.2. Unrecognized Student Councils shall become recognized as part of the SGA upon initial constitutional approval by the Student Senate.
- 7.3.3. Each Student Council shall have its constitution and by-laws on file with the Student Senate.
- 7.3.4. Revisions to a Student Council's constitution or by-laws must be submitted to the Student Senate for approval.

SECTION 7.4 WITHDRAWAL

Student Councils shall have the power to withdraw from the SGA by rescinding their ratification of this Constitution. After withdrawal, a Student Council ceases to be recognized as a Student Council and as part of the Student Senate and SGA. A Student Council that withdraws has no right to representation on the Student Senate and to SGA funding, but may obtain the status of a student organization through the Student Organizations Board. A Student Council that withdraws may become recognized again by ratifying this Constitution when the Student Senate re-approves the Student Council's Constitution.

SECTION 7.5 MEETINGS

The councils of each school are required to meet at least once a month in the Spring and Fall Semesters.

ARTICLE VIII AMENDMENTS

SECTION 8.1 AMENDMENTS BY THE STUDENT SENATE

- 8.1.1. All proposed amendments must be submitted in writing to the SGA Executive Board, which shall prepare recommendations concerning the amendment for consideration by the Student Senate. The Executive Board shall present its recommendations on the proposed amendment to the Senate at a regular meeting for the first reading, along with a copy of the original proposal.
- 8.1.2. The SGA Executive Vice President shall send Student Senators and Student Councils a written copy of the Executive Board's Report.
- 8.1.3. The Amendment must then be ratified by two-thirds (2/3) vote of the Recognized Student Councils that have ratified the SGA Constitution and not rescinded their ratification.
- 8.1.4. The Senate may then adopt the amendment by three-fourths (3/4) vote at either of the next two (2) meetings following the first meeting.
- 8.1.5. Unless at least one-fourths (1/4) of the recognized Student Councils that have ratified the SGA Constitution and not rescinded their ratification vote to reject the amendment and notify in writing the chief student affairs officer of the University within twenty-five (25) calendar days after Senate passage, excluding the summer sessions, the amendment shall become effective.
- 8.1.6. Amendments to "Article VII: The Student Councils" and this subsection shall not be made under the amendment provision of this section.

8.1.7. After receiving verification that a sufficient number of Student Councils have ratified the amendment, the chief student affairs officer of the University shall certify its adoption to the Student Senate. The amendment shall then become effective.

SECTION 8.2 AMENDMENT BY REFERENDUM

8.2.1. A proposed amendment may be submitted to the University student body by:

- (a) a majority vote of the Student Senate.
- (b) a petition presented to the Student Senate bearing the signatures of ten percent (10%) of the student body or of a number of students equal to fifty percent (50%) of those students voting for the President in the previous SGA General Election, whichever is less.
- (c) one-third (1/3) of the recognized Student Council presenting a petition to the Student Senate.

8.2.2. Proposed amendments by referendum shall be adopted by a majority vote of students voting in the referendum, provided that ballots are cast by at least seven and one-half percent (7 1/2%) of the University student body or seven-hundred-fifty (750) students, whichever is less.

ARTICLE IX AMENDMENTS TO THE SGA BY-LAWS

SECTION 9.1 SUBMISSION

Proposal amendments to the SGA By-Laws must be submitted in writing to the Executive Board, which shall prepare a recommendation concerning the amendments for consideration by the Student Senate. The Executive Board shall submit its recommendation to the Student Senate, along with a copy of the original proposal. This will serve as a first reading.

SECTION 9.2 ADOPTION

The Senate may adopt the amendment by two-thirds (2/3) vote at a meeting following the first reading by at least six (6) days.

SECTION 9.3 RATIFICATION

Unless at least one-fourth (1/4) of the recognized Student Councils that have ratified the SGA Constitution and not rescinded their ratification vote to reject the amendment and notify in writing the chief student affairs officer of the University within twenty-five (25) calendar days after Senate passage, excluding the summer sessions, the amendment shall become effective.

ARTICLE X RATIFICATION

SECTION 10.1 ESTABLISHMENT

After passing the Student Senate by three-fourths (3/4) vote at either of the next two meetings, this Constitution shall be binding on the Senate and the University-wide officers of the SGA. The ratification by two-thirds (2/3) of the recognized Student Councils ratifying the same.

SECTION 10.2 ESTABLISHMENT OF BY-LAWS

After passing the Student Senate by two-thirds (2/3) vote, the ratification by two-thirds (2/3) of the recognized Student Councils that ratified this Constitution shall be necessary and sufficient for the establishment of the By-Laws.

**ARTICLE XI
GENDER NEUTRALITY**

Any masculine pronouns are used in their generic sense in the body of this Constitution.



BY-LAWS

As amended effective August 31, 2008

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION

**TITLE I
DEFINITION, INTERPRETATIONS AND
CONSTRUCTION OF AND COMPLIANCE WITH THE LAWS**

**TITLE II
SUNSHINE REGULATIONS**

CHAPTER 102 OPEN MEETINGS

- 102.1 Any and all meetings of the Student Senate, SGA Boards with or without a quorum present, shall be open to the University community except discussions that involve the appointment, discipline or dismissal of an individual, but the following requirements shall be met as a condition for conducting such closed discussions:
- (a) Notice shall be given in regular open meeting of the general nature of the business to be discussed in closed session and the reason for the closed discussion.
 - (b) Closed sessions may be held only after a motion is made and carried by a two-thirds (2/3) vote in open, public session.
 - (c) No final action may be taken at a closed session.
 - (d) No matters may be discussed at a closed session other than those publicly announced prior to the beginning of the closed session.
 - (e) Actions taken in violation of this Chapter shall be null and void.
- 102.2 The Senate, SGA Boards and Senate Committees shall provide public notice of all their meetings and upon written request provide the news media with a schedule of meetings and notifications of special meetings.
- 102.3 A Senate Committee shall hold closed sessions only with explicit and specific authorization from the Senate. The Senate shall be told the reasons closed sessions are requested. The Senate authorization shall be limited to specific conditions and circumstances.

**TITLE III
SGA RULES OF ORDER**

CHAPTER 201 PARLIAMENTARY AUTHORITY

- 201.1 Rules of Order not governed by the Constitution or these By-Laws shall be governed by Robert's Rules of Order Newly Revised, current edition.

CHAPTER 202 SPECIAL RULES

The Senate shall have the following special rules, which may not be suspended:

- 202.1 Absentee voting shall not be permitted, but this rule may be suspended by a two-thirds (2/3) vote.
- 202.2 In the absence of a quorum, one-fifth (1/5) of the total voting Senators may issue a call of the house.
- 202.3 During an election, a vote on appointment, or on impeachment (but not removal), a secret ballot vote shall be held upon demand of two Senators and make note of the Senators present and absent.

- 202.4 The presiding officer having taken the chair shall call the roll of Senators and make note of the Senators present and absent.
- 202.5 The proceedings of the Senate shall be accurately stated in the minutes. Titles of bills, resolutions, and every vote shall be included.
- 202.6 The roll call vote may be ordered by the chair or by ten percent (10%) of the Senators present on any motion, except votes on appointments, elections and impeachment (but not removal).
- 202.7 When a roll call vote is ordered, the chair or his designate shall call the name of each Senator individually. Abstentions shall not be counted as either affirmative or negative.
- 202.8 When a Senator desires to speak, he shall address the presiding officer, and shall not proceed until he is recognized. No Senator shall interrupt another in debate without his consent, except where a motion is in order. To obtain this consent he shall first address the presiding officer.
- 202.9 Any motion, amendment, or legislation exceeding twenty-five (25) words or five (5) sentences shall be duplicated and distributed to Senators before being voted upon.
- 202.10 The Senate's regular meeting time shall be determined by majority of the total voting membership of the Senate at the first meeting following its installation.
- 202.11 Any new business to be introduced to Student Senate must be distributed in written form, either printed or electronic, to all Senators no later than two (2) business days before the Senate meeting is called to order.

CHAPTER 203 BOARD RULES

- 203.1 SGA Boards shall follow the rules of order of the Senate in so far as they are applicable and consistent with this chapter.
- 203.2 Each SGA Board shall meet at least once a month during the fall and spring semester, as business necessitates.
- 203.3 Upon petition of three (3) members of a board, the chairman must call a special meeting.
- 203.4 One-half (1/2) of the members (excluding vacancies) of the board shall constitute a quorum to do business, but a lesser number may take emergency action on behalf of the board pending approval by a majority of the membership of the board at its next meeting and may submit recommendations to the Student Senate, provided that the absence of a quorum is clearly indicated in the submission.
- 203.5 Any member of a board absent from two (2) meetings of the board without excuse satisfactory to that board shall automatically forfeit his position on the board, and his seat shall be declared vacant subject to Senate approval.
- 203.6 Policies and Guidelines
- (a) All boards and committees of the Student Government Association shall have the power to create policies and guidelines necessary for the pursuit of their duties.
 1. Such policies and guidelines shall not require a vote of the Senate to be enacted.
 2. Such policies and guidelines shall be void if found to conflict with the SGA Constitution or By-Laws.
 - (b) Policies and guidelines which have the effect of creating new criterion for eligibility of recognition, funding, etc., and whose creation is not explicitly provided for in the SGA Constitution or By- Laws shall be submitted as an amendment to the Executive Board for consideration by the Senate.

- (c) Policies and guidelines which have the effect of amending the duties of boards or committees as defined in the SGA Constitution or By-Laws shall be submitted as an amendment to the Executive Board for consideration by the Senate.
- (d) The Student Senate shall reserve the right to instruct or correct its boards and committees in their actions.
 - 1. The Student Senate shall have the authority to review, revise, and or revoke any policy or guideline of its boards and committees.
 - 2. The Student Senate shall have the authority to advise or direct its boards and committees in the creation of their policies and guidelines.

TITLE IV BOARDS

CHAPTER 300 ESTABLISHMENT

- 300.1 The Student Government Association shall have the following boards: Executive Board, Student Organizations Board, Academic Policy Board, Student Activities Board, and Development Board.
- 300.2 SGA Boards shall be governed by Chapter 203 of the SGA By-Laws and by any other rules and procedures, consistent with Chapter 203 of the SGA By-Laws, as established by the Student Senate.
- 300.3 The Executive Board
 - (a) The SGA Executive Board shall be composed of the SGA President, the SGA Vice Presidents, and each Council President of each academic unit.
 - (b) The Chairman of the Board shall be the Executive Vice President of the SGA.
 - (c) The Board may review all pending legislation submitted in accordance with Section 202.11 of the SGA By-Laws. If a majority of the Board recommends a course of action, the Board's recommendation shall be presented to the Senate at the time the proposed legislation is introduced.
 - (d) The Board shall be empowered to take emergency actions otherwise under Student Senate jurisdiction when the Senate cannot be called into session; however, such action shall be negated effective at the next Senate meeting if the Senate fails to ratify the action by majority vote.
 - (e) The Board may make recommendations to the Student Senate on interpretation of the SGA Constitution or By-Laws. Rulings made by the Senate Chairman on constitutional matters shall be sent to it for study.
 - (f) The Board shall receive all recommendations or suggestions for changes in the SGA Constitution and By-Laws. The Board shall prepare recommendations concerning proposed amendments and submit their recommendations on these amendments to the Student Senate. The submission will constitute the first reading on the proposed amendments. If the Board fails to act on a proposal after two (2) regular meetings or thirty (30) days, whichever is less, it shall be sent to the Senate.
 - (g) The Board shall study and make recommendations on matters referred to it by the Student Senate.
 - (h) The Board shall periodically ask the Executive Cabinet Officers, SGA staff members, SGA officers, and any unit of the SGA for an accounting of activities at the Board's discretion.
 - (i) The Board shall recommend Senators for placement upon SGA Boards and Committees for confirmation by the Student Senate.
- 300.4 The Student Organizations Board
 - (a) The SGA Student Organizations Board, hereinafter referred to as the SOB, will be composed of five (5) students nominated by the Executive Board and confirmed by the Student Senate, with no more than two (2) elected from the same academic unit, and the Supreme Court Chief Justice for a term beginning from the date of installation of the Student Senate, continuing through the installation of the next Student Senate.
 - (b) The Chairman of the SOB will be selected by a majority vote of the members of the SOB prior to the first item of business of the Board. The Chairman shall serve until the May Senate Meeting after election. If the Chairman resigns or is removed from office, the members of the SOB will elect a Chairman to serve the remaining term of office by a majority vote.

- (c) The SGA President and Executive Vice President will be a non-voting ex-officio members of the SOB.
- (d) The Supreme Court Chief Justice may send a member of the Court to serve as his proxy; however, absence from two (2) consecutive Student Organizations Board Meetings may be grounds to institute impeachment proceedings against the Supreme Court Chief Justice.
- (e) Any committee member absent from two (2) consecutive meetings of the committee without excuse satisfactory to the committee shall automatically forfeit his position on the committee, and the seat shall be declared vacant subject to appeal of the Senate. The Student Senate shall select a replacement for this member at the next Senate meeting.
- (f) The SOB will review constitutions of student organizations according to guidelines established in these By-Laws, and in each case will submit a recommendation to the Student Senate concerning chartering as a Recognized Student Organization, hereinafter referred to as an RSO.
- (g) The SOB will hold at least three (3) RSO Information Meetings each semester. The Information Meetings shall be advertised to the University for at least one (1) month prior to the first Information Meeting. If an RSO fails to attend a meeting it will be placed on Probation. If a probated RSO attends a meeting in the following semester it will be placed in Good Standing; if it fails to attend it will be placed on Suspension. The Student Organization will have a two (2) week grace period to contact the Recognized Student Organization administrator in Campus Life. After such period if contact has not been made the student organization will be suspended and have to reapply for recognized status. At least one (1) RSO meeting shall be held at the Health and Sciences Campus per semester.
- (h) An RSO may ask to have its status withdrawn. In such a case the RSO's status will be Suspended.
- (i) "Attendance" will be defined as being present, signing an attendance roster, and submitting an updated RSO Information Sheet.
- (j) "Probation" will be defined as a period not exceeding one (1) semester in which an RSO loses its right to petition to the Student Senate for funds and the right to reserve rooms or property administered by the SAC Administration.
- (k) "Suspension" will be defined as the loss of SGA chartering, official University recognition, the right to petition to the Student Senate for funds, and the right to use University facilities. The Chairman of the SOB will have the authority to inform national organizations of the status of suspended chapters and recommend that the charter of the suspended RSO be revoked. The suspended organization will have a two (2) week grace period to contact the Recognized Student Organization administrator in Campus Life. After such period if contact has not been made the student organization will be suspended and have to reapply to the SOB and Student Senate through the chartering procedures as delineated in Chapter 501 of the SGA By-Laws to regain recognized status.
- (l) "Review" will be defined as a period not less than one semester in which an RSO is monitored by the SOB for compliance with its Constitution and the purposes and aims of the University of Louisville. Review does not affect RSO status.
- (m) The SOB will keep on file current copies of the Constitutions and By-Laws of the Student Councils of the Student Government Association. Revisions and amendments to the same must be reviewed by the SOB and a recommendation made for the Student Senate to either approve or disapprove such revisions. Approved revisions will be kept on file; disapproved revisions will not. Only that copy of a Student Council's Constitution and By-Laws on file with the SOB will be considered the copy in effect and governing a particular Student Council. The SOB may only require corrections of a grammatical or structural nature. Content of a Student Council's Constitution or By-Laws will be considered only inasmuch as it relates to provisions governed by or in conflict with the SGA Constitution and By-Laws.

300.5 The Academic Policy Board

- (a) The SGA Academic Policy Board shall be composed of the Academic Vice President and a Senator or Student selected from each of the recognized school Student Councils, nominated by the Executive Board and confirmed by the Senate. The SGA President shall be a non-voting ex officio member.
- (b) The Chairman of the Board shall be the SGA Academic Vice President.
- (c) The Board shall advise the SGA Academic Vice President.

- (d) The Board shall study and make recommendations to the Student Senate and SGA Academic Vice President concerning student faculty relations, faculty evaluation, student academic life, the University Libraries, and academic policy regulations.
- (e) The Board shall study and make recommendations to the Student Senate concerning proposed changes in The Redbook.
- (f) The Board shall act as a forum for exchange of ideas and provide coordination of activities concerning academic affairs among Student Councils.

300.6 The Development Board

- (a) *Purpose:* A Development Board shall be formed to evaluate the progress and direction of the SGA, including the performance of all boards, officers, and employees of the SGA. The Development Board will create means to hold members of SGA accountable for poor performance and reward members of the SGA for good performance. The Development Board shall have authority to request information or call an individual before the board for information.
- (b) *Composition:* One voting senator from each council represented in the Student Senate may be nominated by the Executive Board and confirmed by the Student Senate to serve on the Development Board.
- (c) The Executive Vice-President will call the first meeting of the Development Board and oversee the election of the Chair.

CHAPTER 301 THE STUDENT ACTIVITIES BOARD

301.1 Declaration of Purpose

- (a) The Student Activities Board (SAB) shall be the programming arm of the Student Government Association. Its purpose shall be to provide social, multicultural, recreational and educational activities which are sensitive to and serve the needs of the entire campus and surrounding community, with an emphasis on the student body. In the process of providing these activities, it shall be the goal of the SAB to provide an opportunity for members to develop life skills through their involvement in SAB.
- (b) The SAB shall prepare a budget and program for student social activities which must be approved by the Student Senate Appropriations Committee and the Student Senate.

301.2 Composition

- (a) The governing body of the SAB shall be the Programming Board.
- (b) The Programming Board shall consist of the Executive Members of SAB and an SGA executive representative. The Student Activities Center Staff, Red Barn Alumni Association representative, representatives from the Student Activities Center Advisory Board, SGA President, and Volunteer Staff are ex-officio, non-voting members.

**TITLE V
FINANCIAL AND BUDGETARY REGULATIONS**

CHAPTER 400 COMPOSITION OF SENATE APPROPRIATIONS COMMITTEE

400.1 Purpose and Intent

The University Student Senate establishes the Senate Appropriations Committee to review and evaluate the expenditures of the Student Government Association (SGA) funds so that all expenditures of SGA funds are in the best interests of the student body. In addition, the Senate Appropriations Committee shall review all proposed tuition and fees.

400.2 Scope

All spending of SGA funds are subject to the review, evaluation and/or approval of the Senate Appropriations Committee.

400.3 Senate Appropriations Committee

- (a) *Composition:* One voting senator of each council represented in SGA Student Senate may be nominated by the Executive Board and confirmed by the Senate to serve on the Appropriations Committee following the general election in the spring. The Executive Board may nominate and the Senate may confirm a Student Senator to serve on both subcommittees. The Executive Vice-President shall serve as an ex-officio non voting member of the committee.
- (b) *Quorum:* A quorum of the majority of members of the committee must be present before any business can be conducted by the committee. The quorum must be maintained for actions of the committee to be valid.
- (c) *Removal or Replacement of a Member:* Any committee member absent from two consecutive meetings of the committee without excuse satisfactory to the committee shall automatically forfeit his position on the committee, and the seat shall be declared vacant subject to appeal of the Senate. The Student Senate shall select a replacement for this member out of his or her council at the next Senate meeting.
- (d) *Consultation:* The committee may request information or consult with representatives of the Student Affairs Office or any other appropriate University personnel to assist the committee in its charge.
- (e) *Meetings:* The Senate Appropriations Committee should establish a regular schedule at the beginning of each semester. Special meetings may be called by any member of the Senate Appropriations Committee provided three (3) days notice is given to the members of the committee.
 - 1. The Senate Appropriations Committee shall meet a minimum of once before every regularly scheduled Senate meeting. The Committee shall meet as often as necessary to perform its review and evaluation so as not to unnecessarily hinder the expenditure of SGA funds.
- (f) *Conflict of Interest:* The Appropriations Committee may vote to prohibit a Appropriations Committee member from voting on an item if the committee feels that the item directly affects the member. If such a vote or voluntary non-participation reduces the number of voting members below the number necessary for a quorum, the request for SGA funds shall be forwarded to the Student Senate for appropriate action.
- (g) *Amendments:* The Senate Appropriations Committee may propose amendments to these regulations.

400.4 Request Requirements

- (a) *Itemization:* All requests shall include an itemized list of proposed expenditures and the suggested vendor from which the items are to be requisitioned.
- (b) *Travel Fund:* The travel fund is money the allocated by the Student Senate to defer travel expenses for those students within organizations attending events outside the metropolitan area of Louisville. In order to apply for these funds an organization must:
 - 1. be a recognized student organization in good standing or on probation status.
 - 2. complete the request form with an attached registration form and brochure on the proposed event, along with an attached annual budget of the RSO and return to the SGA by the deadline date.
 - 3. attend both the expenditures subcommittee meeting and the Student Senate meeting in which the Senate will be acting on the request.
- (c) *Speaker Fund:* The speaker fund is money allocated by the Student Senate to pay the honoraria of various speakers. It cannot be used for a speaker's travel expenses and lodging. In order to apply for these funds, an organization must:
 - 1. be a recognized student organization in good standing or on probation status.
 - 2. complete the request form with an attached biography of the speaker, along with an attached annual budget of the RSO and return to the SGA by the deadline date.
 - 3. attend both the expenditures subcommittee meeting and the Student Senate meeting in which the Senate will be acting on the request.

- (d) *Special Projects Fund:* The special project fund is money allocated by the Student Senate to sponsor organizations needing funding for special projects. This fund is not to be used for start-up costs, on-going administrative costs or on-going annual events. In order to apply for these funds, an organization must:
1. be a recognized student organization in good standing or on probation status.
 2. complete the request form along with an attached annual budget of the RSO and return to the SGA by the deadline date.
 3. attend both the expenditures subcommittee meeting and the Student Senate meeting in which the Senate will be acting on the request.
- (e) *Reserve Fund:* in the Reserve fund is money allocated for SGA recognized school councils, Central Administration, ACCESS and WLCV to access in times of tight budget scenarios. In order for these entities to apply for these funds, they must:
1. be a recognized student organization in good standing or on probation status.
 2. complete the request form along with an attached annual budget of the RSO and return to the SGA by the deadline date.
 3. attend both the expenditures subcommittee meeting and the Student Senate meeting in which the Senate will be acting on the request.
- (f) *Graduate Travel Fund:* The Graduate Travel fund is money allocated for Graduate students and it is retrieved through the Graduate School Student Council.
- (g) *Appropriations Committee Request Process:*
1. All requests must be presented no later than twenty-four (24) hours, or any greater period specified by the Committee, prior to the Appropriations Committee meeting.
 2. A hearing will be held for each request at which representatives of the requesting party must be present.
 3. During hearing or deliberation on the requests, the Committee reserves the right to question representatives from the requesting party concerning a request.
 4. Under extenuating circumstances, the Committee shall attempt to schedule a special meeting for those unable to attend a regular meeting.
 5. The decision of the Committee concerning the request may be made at the first hearing or at the next regularly scheduled meeting of the Committee.
- (h) *Sponsorship Guidelines*
1. If 100% of the event's budget is financed by SGA, then all advertising and printed materials for the event must include the following words:
 - i. "Funded by your Student Government" or
 - ii. "Provided by your Student Government" or
 - iii. Include the SGA logo
 2. If less than 100% of the event's budget is financed by SGA, then all advertising and printed materials for the event must include the following words:
 - i. "Funded in part by your Student Government" or
 - ii. "Provided by your Student Government" or
 - iii. Include the SGA logo
- (i) *Large Requests*
1. A large request shall be defined as a request equal to or in excess of \$2500.00.
 2. If the Senate Finance Committee grants a large request to a requesting party for electronic devices (such as computers, fax machines, printers, etc.), office supplies, or renovations, the requesting party must wait a period of five (5) years before submitting a similar request to Senate Finance Committee. Any large request received from the requesting party of this nature before the end of the five (5) year period shall be immediately denied. Extenuating circumstances shall be left to the discretion of the Senate Finance Committee.
 3. The Chairman of the Senate Finance Committee is to record all large requests granted during their tenure. This list is to be given to the new SGA President, Executive Vice-President, and the Senate Finance Committee Chairman's successor after their installation.

CHAPTER 401 CONTROLS AND VIOLATIONS

401.1 Purpose And Intent

- (a) *Request for funds:* The intent of the Student Senate is that all requests for funds (be they requests under Chapter 402 or 403) shall be proposed and evaluated according to the following criteria:
 1. Whether it serves the best interest of students and the University, particularly in regard to the purposes and objectives outlined in the Preamble of the Constitution of the Student Government Association,
 2. The significance of the scope of request, i.e., the extent to which it will affect students, and the number of students it will affect,
 3. The availability of other funds, i.e., organization must have insufficient alternative sources of funding,
 4. Other criteria as specified in other sections of Title V,
- (b) Any additional criteria that the Student Senate finds relevant so long as it is not arbitrary, capricious, or in bad faith. *Appropriations:* The intent of the Student Senate is that no one shall appropriate funds for a purpose contrary to that for which those funds have been committed, except if on appeal the Student Senate declares the original commitment null and void.
- (c) *Review:* The intent of the Student Senate is that the expenditures of Student Government Association (SGA) funds shall be adequately reviewed and evaluated to ensure that all expenditures of these funds are in the best interest of the student body. The Appropriations Committee may request that any group appear before the Committee for an accounting of expenditures.

401.2 Definitions

- (a) Committees established under Section 401.3 of the SGA By-Laws may propose to the Senate definitions, rules and regulations for program expenditures funded by SGA. Except and provided otherwise in these By-Laws, the Executive Board shall have original jurisdiction to resolve questions of interpretation over Title V of the SGA By-Laws; it may delegate authority to resolve particular disputes to any committee established under Section 401.3 of the SGA By-Laws.
- (b) *"Request"*: This word means "a proposed expenditure of SGA funds." In the event that several items of expenditure are proposed, the committee having original jurisdiction shall decide whether separate items shall be examined separately as individual requests, or together as one request.
- (c) *"Malfeasance"*: Is wrong doing that is wholly wrongful, without legal right, or an intentional circumvention of the SGA Constitution or SGA By-Laws.
- (d) *"Conflict of Interest"*: Refers to a clash between interests described in the Preamble of the SGA Constitution and the private pecuniary interest of the individual concerned.
- (e) *"Timely Fashion"*: Is operationally defined in Section 402.3 of the SGA By-Laws.
- (f) *"Shall"*: Is used in the imperative sense.
- (g) *"May"*: Is used in the permissive sense.

401.3 Jurisdiction

Within the Student Government Association, the Student Senate shall be the final arbiter of all questions over budgeting and appropriation of SGA funds. While the Student Senate is the final arbitrator of such disputes, the following limited powers of original jurisdiction shall be vested in the following committees:

- (a) The Senate Appropriations Committee
 1. *Powers:* The Senate Appropriations Committee shall have the powers given it in the By-Laws. It may recommend to the Senate rules and regulations to carry out Title V of these By-Laws. The Appropriations Committee may request additional information regarding requests from those making them, and it may audit the books of any internal or external organization or agency funded by the SGA.
- (b) The Student Senate may establish committees to oversee special project funds. Such committees may be subject to review by the Appropriations Committee, or may only be subject to review by the Student Senate; such shall be decided when the special project fund is established. The Student Senate upon establishing its budget may by two-thirds (2/3) vote abolish a committee established under this section of the SGA By-Laws [401.3 (B)].

- (c) In the event of a financial emergency of such nature that immediate action is necessary and deliberation by and/or consultation with the Appropriations Committee is improbable and/or impossible, the Executive Cabinet shall have the authority to implement such emergency action as has been mutually agreed upon.
 - 1. The Executive Cabinet must agree to implement such action.
 - 2. Prior approval of the Appropriations Committee or Student Senate for implementation or content of such emergency action shall not be necessary.
 - 3. A three-fourths (3/4) vote of the Student Senate may modify the content or nullify the implementation of any such emergency action.
- (d) In periods of financial uncertainty for either the University as a whole or the Student Government Association in particular, and in an effort to conserve funds primarily for those requests most beneficial to the student body, either the SGA President and Chair of the Appropriations Committee shall both together have the authority to implement "Funding Controls" for the disbursement of non-budgetary funds or the Appropriations Committee may opt to vote on implementing the Funding Controls provision on its own accord.
 - 1. In the first instance, the SGA President and Chair of the Appropriations Committee must both agree to implement the Funding Controls provision.
 - 2. In the second instance, the Appropriations Committee, by a three-fourths (3/4) vote, may implement the Funding controls provision of its own accord.
 - 3. In the first instance, prior approval of the Appropriations Committee or Student Senate for implementation of the Funding Controls shall not be necessary. However, in any case, the exact restrictions which shall comprise the Funding Controls shall be left to the authority of the Appropriations Committee.
 - 4. The function of such a provision shall be understood as synonymous with a "plan B" in which the Appropriations Committee, in anticipation of a period of financial uncertainty, shall have previously drafted various restrictions on the disbursement of non- budgetary funds which together shall be known as the Funding Controls.
 - 5. However, in any case either the SGA President and Chair of the Appropriations Committee must both agree to nullify such implementation or a three-fourths (3/4) vote of the Student Senate may modify the content or nullify the implementation of such Funding Controls as has been established.

401.4 Rules of Order and Conduct

The following rules are applicable to committees created under Section 401.3 of the SGA By-Laws.

- (a) Meetings: Each Senate committee shall meet as often as necessary to perform its review and evaluation so as not to unnecessarily hinder the expenditure of SGA funds. Each committee shall establish a regular schedule at the beginning of each semester. Special meetings may be called by the chair, or by majority vote of the Student Senate. Each committee shall keep records of its members' attendance at committee meetings; in the committee's report to the Senate, it shall provide the Senate with those figures.
 - 1. The Senate Appropriations Committee shall meet a minimum of once before every regularly scheduled meeting.
 - 2. The Student Senate upon creation of a committee to oversee a special project fund shall specify the minimum number of meetings such committee shall hold.
- (b) Removal of a Member:
 - 1. *Absences:* Any committee member absent from two (2) consecutive meetings of the committee without excuse satisfactory to the Student Senate shall forfeit his position on that committee. Alternatively a committee member missing more than half of the regularly scheduled meetings of the committee without excuse satisfactory to the Senate shall forfeit his position on that committee. The committee member in question shall be allowed to make a statement on his behalf. The Senate shall deem each absence "excusable" or "inexcusable," and take action accordingly.
 - 2. *Malfeasance:* Any member of a committee convicted of malfeasance by the University disciplinary authority shall be removed from his position on the committee.

- (c) Replacement of a Committee Member: In the event of a vacancy, the Senate shall elect a new member from the council of the vacancy at the Senate meeting when such vacancy is discovered.
- (d) Conflict of Interest:
 1. Procedures: A committee member who believes he may have a conflict of interest on a given request may voluntarily abstain from voting on that request. Alternatively, the committee may vote to prohibit a committee member from voting on an item if the committee believes such member has a conflict of interest. (The committee member is prohibited from voting on his own conflict of interest.)
 2. Rules of a Quorum: In the event the committee loses a quorum because of a conflict of interest, the request for SGA funds shall be forwarded to the Student Senate for action, as described in Section 401.2(d) of the SGA By-Laws.
 3. Reprimand: Any committee member who uses these rules in bad faith may be removed from the committee by the Senate or punished in accordance with Section 401.5 of the SGA By-Laws.

401.5 Enforcement

- (a) Upon suspicion of financial misdirection or wrongdoing relating to use of SGA funds, the Senate Appropriations Committee shall hold a hearing at which the suspected malfeasant shall be present. In the event that such misdirection is by the Appropriations Committee or one of its members, investigative powers shall be vested in the Executive Board.
- (b) Penalties Against an Individual: If a committee described in Section 401.3 of the SGA By-Laws determines that there is reasonable cause to believe that wrongdoing has been committed, it shall notify the disciplinary authority of the University and ask that charges be levied. (The University may also elect to pursue legal action against such person.) In addition, SGA Officers are also subject to impeachment and removal under Section 3.9 of the SGA Constitution.
- (c) Penalties Against an Organization: If a committee created in Section 401.3 of the SGA By-Laws determines that an organization, Student Council, or any other agency or group receiving SGA funds has violated rules and/or procedures established in Title V of these By-Laws, it shall, after its hearing, decide one of the following:
 1. No penalty shall be levied,
 2. The Student Senate shall be reimbursed,
 3. Funds given (or about to be given) to the accused be forfeited. (The length of time any or all SGA funds may be withheld shall be determined by the Student Senate, with recommendations from the Appropriations Committee),
 4. The accused shall be referred to the disciplinary authority of the University.
- (d) While any agent or member of the SGA may bring charges against an individual or groups, at no time shall the accuser violate the rights of the accused as established in the Code of Student Rights and Responsibilities, and by law.

CHAPTER 402 REGULATIONS CONCERNING REQUESTS AFTER THE SGA BUDGET IS FINALIZED

402.1 These regulations govern all requests for funds under Student Senate control made after the SGA budget is finalized and not specifically included in the budget. Powers created in this section are reserved to this section, unless specific exceptions are made.

402.2 Requests for Funds

- (a) Anyone requesting money from SGA shall complete a request form and submit it to the appropriate committee created under Section 401.3. The Student Senate, upon recommendations of a committee created under Section 401.3, shall promulgate rules specifying what information must be given on the request form for that committee.

402.3 Requests Approval Process

- (a) In addition to the powers and rules specified in Chapter 401, committees created under Section 401.3 of the SGA By-Laws shall have the following rules for the request approval process under Chapter 402 of the SGA By-Laws:

1. All requests must be presented to the committee at least twenty-four (24) hours, or greater period as determined by the committee, prior to the committee's meeting
 2. Hearing shall be held for each request at which representatives of the requesting party may be present.
 3. The committee shall make its decision on the request at the meeting that the request is presented, unless the request fails to meet committee guidelines or the committee needs additional information.
 4. The committee may require groups that are granted money for travel by the Student Senate to make a written report to the Senate within three weeks after the group's return from its travel.
- (b) Proper jurisdiction for request made after the budget is finalized is specified in Section 401.3 of the SGA By-Laws. Requests submitted to the improper committee must be forwarded by the recipient as soon as possible to the appropriate committee.
- (c) Each committee created under Section 401.3 of the SGA By-Laws shall submit all requests with its recommendations to the Student Senate. The Senate shall approve or disapprove each recommendation by a majority vote, and this vote shall take place no later than one Senate meeting following the committee's report to the Senate.
- (d) At any time before a requisition transferring funds is signed, the Senate may rescind an appropriation.

402.4 Subsequent Actions

- (a) Any student organization (excluding constitutionally established components of SGA) must process a requisition or travel authorization spending any SGA funds granted it within thirty (30) days after Senate approval or within fourteen (14) days after the expenditure date stated in the request. SGA funds not spent within that time shall be forfeited to the general account of SGA.
- (b) The Student Senate shall designate the Appropriations Committee and/or an administrative officer of the SGA to whom each student organization funded by the SGA shall deliver a copy of each requisition.

402.5 Direct Action By The Senate

There are four (4) instances when a request may be brought directly to the Senate:

- (a) The Student Senate by a majority vote may consider a request when, a committee mentioned in Section 401.3 of the SGA By-Laws has been presented with a request and has failed to make a recommendation to the Senate in a timely fashion,
- (b) In the event of a violation of 402.3(b) of the SGA By-Laws, the request for SGA funds shall be forwarded to the Student Senate,
- (c) In the event that a Senate committee created under 401.3 loses a quorum because one or more of its members has a conflict of interest on that request, the request for SGA funds shall be forwarded to the Student Senate for action,
- (d) The Student Senate may by two-thirds (2/3) vote bring a request to a vote in the Senate which has not been presented to a committee having original jurisdiction.

402.6 Reports

The Student Senate may require each committee created under Section 401.3 of the SGA By-Laws to prepare written reports accounting for all SGA fund expenditures under its jurisdiction.

CHAPTER 403 BUDGETARY REGULATIONS: REQUESTS TO BE INCLUDED IN THE SGA BUDGET

403.1 Scope

This chapter governs all requests for funds from student monies made before the SGA budget is finalized. Requests made after the budget is finalized are governed by Chapter 402 of the SGA By-Laws. Powers and penalties created herein shall not be applied in other Chapters, except as specified.

403.2 Coordination

The SGA President shall be responsible for coordinating the formulation of the SGA budget.

- (a) The SGA President, or appointed designee, shall be responsible for informing student councils and student organizations of the deadline for submitting requests to be included in the budget via the student newspaper or equivalent publication no later than four (4) weeks prior to the deadline. The President shall submit a proposed budget to the Appropriations Committee by February 15. The Appropriations Committee shall submit a copy of the budget with proposed recommendations to the Student Senate two (2) weeks prior to the April Senate Meeting.
- (b) At the completion of Senate action on the budget, the President shall send the SGA budget as approved by the Senate to the appropriate University administrative office.

403.3 Procedure

- (a) Phase 1: The Student Senate shall establish the deadlines for the budget process. Then, as described in Section 403.2 of the SGA By-Laws, the President shall give appropriate notice.
- (b) Phase 2: All units seeking funding from SGA shall prepare budgetary proposals. Each budgetary proposal shall meet the criteria specified by the Student Senate.
 1. The Executive Cabinet as defined in the SGA Constitution shall prepare budgetary proposals for the central administration, which shall include costs of administration, position compensation, and University-wide programs administered by SGA central administration. The Cabinet's proposal shall be submitted to the Senate Appropriations Committee.
 2. Each student council shall prepare its budget proposal, and submit it to the Appropriations Committee.
 3. The Student Activities Board shall prepare a budget and submit it to the Appropriations Committee.
 4. Each student organization wishing to be included in the SGA budget shall submit its budget proposal to the Appropriations Committee.
 5. Special committees created under Section 401.3(b) of the SGA By-Laws shall prepare a budget and submit it to the Appropriations Committee.
- (c) Phase 3: All budget proposals shall be reviewed and evaluated by the Senate Appropriations Committee. The Committee shall then submit its recommendations to the Senate. The Senate may ask to see original budgetary proposals presented to the Senate Appropriations Committee.
- (d) Phase 4: After receiving the Appropriations Committee's recommendations at one meeting, the Senate shall proceed to consider them at the next meeting. Once the Senate established its budget, the President shall submit it to the administration as specified in Section 403.2 of the SGA By-Laws.

403.4 Other Rules

Any funds granted by the SGA to any organization or agency internal or external, which have not been committed at least fifteen (15) days before the last day on which outside requisitions may be processed, shall be returned to the general account of the SGA. "Committed" herein means spent, allocated, obligated or promised.

TITLE V STUDENT ORGANIZATIONS

CHAPTER 501 CHARTERING PROCEDURES

- 501.1 Any group desiring to become a recognized student organization must submit eight (8) copies of a constitution to the Student Organizations Board. Within the written Constitution, the organization must state its purpose, membership requirements, meeting procedures, elections procedures, term of officers, and officers' duties. The name of the faculty/staff advisor must also be submitted.

- 501.2 A representative of an organization desiring a charter shall appear before the Student Organizations Board if requested, at the meeting where the Constitution of said organization is being discussed.
- 501.3 If a Constitution does not meet the requirements of Section 501.1 of the SGA By-Laws the Constitution will be resubmitted to the organization to implement the recommended changes. A member of the SGA Supreme Court shall be assigned to assist the organization in making the changes.
- 501.4 The Student Organizations Board must act upon the constitution within thirty (30) days of submission and the Senate must act within thirty (30) days thereafter.
- 501.5 The Student Organizations Board shall submit recommended organizations to the Student Senate. The Student Senate must approve an application before the organization can be officially recognized and chartered.
- 501.6 Any Constitutional changes must be screened by the Student Organizations Board and approved by the Student Senate in order for the organization to retain its recognition and charter.
- 501.7 The organization must submit to the Student Government Association and to the Assistant Vice President for Student Life, or his designee, the names, addresses and telephone numbers of the current officers and of the faculty/staff advisor of the organization.
- 501.8 In accordance with policy set by Student Life, if an organization wishes to consume alcohol, the organization must have an alcohol policy statement signed by their president and by their faculty/staff advisor on file with the Student Life Office.
- 501.9 Any organization approved by the Student Senate may have non-student members, unless specifically excluded by the charter of said organization, so long as the majority of the membership is students and non-students do not hold office in the organization. Specifics, if any, concerning regular, associate, and special membership will be defined in the organization's Constitution.
- 501.10 All chartered organizations are subject to review by the Student Organizations Board and are subject to probation and suspensions as defined in the By-Laws.
- 501.11 All Recognized Student Organizations will be required to attend an informational meeting, held by the Student Organizations Board, during the month in which they are assigned, at least once per year. The President, Chairperson, or designee from each organization will be the attending representative. If a group misses the informational meeting, it will be placed on probation as defined in this document. If a group on probation fails to attend the meeting in the following semester, it will lose its will be placed on suspension as outlined in Section 300.4(k) of the SGA By-Laws. The Student Organizations Board will notify groups of their status.
- 501.12 The terms "attendance," "probation," "review," and "suspension" are defined in Chapter 300.4 of the SGA By-Laws.

CHAPTER 502 REQUIREMENTS FOR CONSTITUTIONS

A constitution shall be defined as all forms of a governing document, including By-Laws, Codes, and Rules. Any group desiring to organize and operate at the University of Louisville must submit eight copies of the constitution under which it intends to operate to each member of the Student Organizations Board. This constitution must include the following information:

- 502.1 Name of organization.
- 502.2 Purpose: An organization should fall under one of the following categories:
- (a) Social
 - (b) Honorary

- (c) Religious
- (d) Ethnic
- (e) Professional
- (f) Academic
- (g) Community
- (h) Political
- (i) University of Louisville booster groups
- (j) Greek
- (k) Graduate
- (l) Council
- (m) Other

- 502.3 Membership: Although an organization may be selective in membership, discrimination based on race, color, creed, gender, sexual/affectional orientation, and physical, mental, or emotional disability is not acceptable. However, it shall be understood that there may be Federal laws which take precedence over all or some of the criteria enumerated in this section. If needed, provisions must be made for regular, associate, special and non-student membership.
- 502.4 Any student organization in violation of Section 502.3 of the SGA By-Laws that does not meet an exemption provided by state or federal law shall not be eligible to receive SGA funds.
- 502.5 Officers and Duties: The number of officers may vary, but all officers must be students at the University of Louisville, and are ultimately responsible for the organization. Term of office must be written into the document.
- 502.6 Required officers: If an organization wishes to operate a website on University web space they must include the office of Webmaster on their governing documents. The Webmaster shall be responsible for maintaining an organizations website, or the website will be removed from University web space.
- 502.7 Meeting and Voting: Voting and decision-making procedures must be established.
- 502.8 Each student organization should make provisions for revising its constitution.

TITLE VI ELECTION RULES

CHAPTER 601 CREATION

- 601.1 The Supreme Court of the SGA will draft the election rules. The Student Senate will review, make any necessary changes to, and approve the election rules.

CHAPTER 602 SUPREME COURT

- 602.1 The Supreme Court shall oversee and manage the general Student Government Association elections.
- 602.2 The Supreme Court shall have the following duties:
- (a) arrange for an online voting system to be implemented. In the event online voting is not used, arrange for all ballots and polling places;
 - (b) certify and rule on the qualifications of all candidates;
 - (c) approve the design of the official ballot consistent with the rules herein;
 - (d) establish rules consistent with provisions of this Title and the Constitution as approved by the Executive Board.
 - (e) provide timely, adequate information concerning the SGA election to students, candidates, and the student newspaper prior to the election which should include candidate registration deadline, list

- of names of each certified candidate, forum dates, Supreme Court meeting dates, appeal deadlines, and polling dates, times, and locations;
- (f) provide for the training of elections officials in their duties and responsibilities in the operation of the polls prior to each election, if online voting is not used;
- (g) provide a minimum of one (1) election official for each polling place, if online voting is not used;
- (h) tabulate and announce the results of all elections by noon the day following the election;
- (i) maintain public records within the Student Life Office of all election information, including results, voting rosters, rules, violations, and appeals for a period of not less than seven years;
- (j) prepare candidacy forms;
- (k) arrange for "Vote Here" elections signs at each polling site which shall be noticeable, readable, and unobstructable, if online voting is not used;

602.3 The Chief Justice shall:

- (a) chair all meetings of the Supreme Court, voting only to break a tie;
- (b) set, distribute, and enforce the Attendance and Remuneration Policies for the Associate Justices as approved by the Executive Cabinet;
- (c) oversee the coordination of the election processes set in the job procedure;
- (d) Receive remuneration as set by the Executive Cabinet.
- (e) Be an ex-officio non-voting member of the SOB to advise on the creation of new RSO Constitutions.
- (f) Shall appoint an Associate Justices to assist RSO applicants as prescribed in Section 501.3 of the SGA By-Laws.
- (g) If an Executive Officer faces removal, he will chair the meeting, create the agenda and set the meeting guidelines using Parliamentary Procedure in accordance to Robert's Rules of Order Newly Revised, current edition.

CHAPTER 603 OFFICES ELECTED IN THE SGA GENERAL ELECTION

- 603.1 The President and Vice Presidents of the SGA and the academic unit representatives of the Student Senate shall be elected in the SGA General Elections, or on a day or days set by the Student Senate as provided in the Constitution.
- 603.2 The individual school Student Councils may opt to elect their officers and/or members in the SGA General Election.

CHAPTER 604 DATES OF THE ELECTION AND INSTALLATION

- 604.1 The time or times of the SGA General Election and of the election of Student Senate Academic Unit representatives shall be set by the Senate before the beginning of the Spring Semester.
- 604.2 The installation shall occur at the May Senate meeting.

CHAPTER 605 DECLARATION OF CANDIDACY

- 605.1 Candidates for offices elected in the elections must file candidacy papers during the filing period established herein.
- 605.2 Filing shall be open for at least one week beginning on the Monday no later than two (2) weeks prior to the election. The week of spring vacation shall not be counted.
- 605.3 The candidacy papers must be received in the Student Life Office, or such other office or offices designated by the Supreme Court, before the end of the business day on the due date.

CHAPTER 606 CAMPAIGNS

- 606.1 The SGA shall provide a limited amount of free materials and free use of its reproduction equipment to candidates for SGA offices and Student Senate Academic Unit representatives in accordance with the policy established by the Student Senate for use of duplicating machinery.
- 606.2 Campaign procedures shall be set by the Supreme Court and approved by the Student Senate at least one (1) month before the SGA Spring General Election.

CHAPTER 607 ELECTIONS PROCEDURE

- 607.1 Voting shall be secret and conducted in privacy.
- 607.2 Voting by proxy is prohibited unless authorized by the Court.
- 607.3 All registered students of the University of Louisville are eligible to vote.
- 607.4 All candidates must be voted for individually, regardless of any slates that may have been formed.
- 607.5 The ballot shall be arranged by office-group. The order of names of candidates shall be determined by lot.

CHAPTER 608 VIOLATION NOTIFICATION AND ELECTION CONTEST PROCEDURES

- 608.1 No candidate may contest an election unless he complies with the provisions of this chapter or unless he demonstrates to the satisfaction of the Supreme Court compelling justification for his failure to do so.
- 608.2 Each candidate, or his authorized campaign worker, shall notify in writing the Supreme Court or an election official designated by the Court of any alleged violation of an election rule at the time when the alleged violation occurs or when he or any of his campaign workers discover the alleged violation or as soon as possible thereafter.
- 608.3 The violation notification shall describe the alleged violation and shall state the date, time and place of the alleged violation; the name of the alleged violator, if known, or his description; the name, address and telephone number of the person who observed or discovered the alleged violation; the name, address and telephone number of the person making the complaint; and the name of the candidate he represents, if any. The Court shall provide a form for this purpose, but the unavailability of the form shall permit the complaint to be submitted in written or electronic form.
- 608.4 The election official who receives the violation notification shall endorse his name and the time of receipt upon the form and shall direct an immediate investigation.
- 608.5 Any candidate wishing to contest an election shall file a written complaint with the Commission at such office or offices as the Court may designate within the time period for contesting an election specified in Section 607.7 of the SGA By-Laws. The complaint shall state each alleged violation and whether Sections 607.2 and 607.3 of the SGA By-Laws have been complied with by the candidate as to each of the listed violations, or the justification for the candidates' failure to comply and the information required by Section 607.2 of the SGA By-Laws as to each of the listed violations for which the required notification was not previously filed with the Court. Any violation not listed in the complaint shall not be considered by the Court.
- 608.6 Any violation for which the notification was not timely filed as required by Section 607.2 of the SGA By-Laws shall not be considered by the Court unless the Court finds that the candidate had a compelling justification for his failure to comply with that rule. Ignorance of the requirement shall not constitute a justification.

Chapter 609 Appeals

609.1 Decisions of the Supreme Court may be appealed back to the Supreme Court. The Court has the authority to hear the case if there is new information provided.

CHAPTER 610 DISCLOSURE OF ELECTION RESULTS

610.1 As soon as the Supreme Court has counted and totaled the ballots for SGA elections, the election results shall be made available to the public through the SGA office. Complete results for all races, all candidates and all polling places will be made available through the SGA office and electronically through the SGA website. Full and complete SGA election returns, including complete results for all races, all candidates and all polling places, shall be made available on the SGA website no later than twenty-four (24) hours after returns have been tabulated by the Supreme Court.

TITLE VII THE SUPREME COURT

CHAPTER 701 FILING

701.1 Any person requesting a hearing or appealing to the Supreme Court shall make a timely filing in writing to the Chief Justice or his/her designate. The writing must contain the nature of the claim, and the remedy sought. This filing shall be made public.

CHAPTER 702 NOTICE

702.1 Upon application for hearing by direct request or appeal, the Chief Justice shall take steps to notify all parties with a direct interest in the complaint or appeal and all associate justices. Such notification must adequately represent the nature of the claim.

CHAPTER 703 PRE-HEARING

703.1 Within five (5) business days of the request for hearing or appeal, the Chief Justice and at least one (1) other associate justice, chosen by vote of the associate justices, shall meet with representatives of the parties with an interest in the case to discuss the hearing, schedule or proceedings, presentation of claims, evidence, and witnesses, and any motions that will be made. The parties may waive the pre-hearing by contacting the Supreme Court through a designated method.

CHAPTER 704 HEARING

704.1 In a closed session prior to the commencement of a hearing, the Chief Justice shall brief all justices on the case at hand, including the finding of the pre-hearing meeting. The Chief Justice or his/her designate shall call the hearing to order and read the complaint(s) before the court. Each party to the suit will be allowed adequate time to present their case with the complaining party(s) case heard first and the responding party(s) defense second. Each side may rebut the other's case.

Chapter 705 Post-hearing

- 705.1 The Supreme Court shall deliberate in a closed meeting and render its written decision within forty-eight (48) hours of the last hearing in a case. All written decisions shall be posted on the SGA website.

TITLE VIII SENATE LEADERSHIP

CHAPTER 801 SENATE PRESIDENT AND PRO-TEMPORE

- 801.1 A President of the Senate shall be the Senate Parliamentarian. The Senate President shall be nominated by the Executive Board from the voting members of the Student Senate and confirmed by a majority vote of the senate.
- 801.2 The President Pro-Tempore will be selected in the same process as the Senate President. The President Pro-Tempore will assume the duties of the Senate President in his or her absence, or if the Senate President wishes to address an issue currently in debate.
- 801.3 The Pro-Tempore shall retain voting privileges of the academic unit he or she represents.
- 801.4 The Senate President shall have general management responsibilities of the Student Senate.
- 801.5 The Senate President will create the agenda for the Senate Meetings in collaborate with the Executive Vice President.
- 801.6 The Senate President shall serve as a non-voting ex-officio member of the Executive Board.

TITLE IX STUDENT TICKET POLICY

CHAPTER 901 GRADUATE AND PROFESSIONAL TICKETS

- 901.1 Graduate and Professional students will receive an allotment of tickets based on FTE to be split among the councils based on enrollment in each individual school.
- 901.2 Each school has the ability to distribute their allotment of tickets as they see fit.
- 901.3 Each school will have one (1) week starting on the Friday before the University of Louisville Spring Football Game to distribute their tickets.
- 901.4 After the first week has passed, each school must make available their remaining tickets to all other Graduate and Profession Schools for one (1) additional week.
- 901.5 After this second week has passed, any remaining tickets shall be resubmitted to the Athletic Office for general student purchase.
- 901.6 Any student not counted as a Graduate or Professional student by FTE must follow Undergraduate Ticket Rules.

CHAPTER 902 UNDERGRADUATE TICKET RULES

- 902.1 Tickets are distributed as a group drawing process
- (a) Maximum of twenty-five (25) people can sign up in a group
 - (b) Group numbers will be given at the time the groups begin to sign up
 - (c) Only one number in the group can be given per person

- (d) Members can begin to sign in as soon as they arrive at the drawing area
- (e) Students must have their Student ID's
- (f) No holding of ID's for other students is accepted
- (g) Everyone must sign in before a set cutoff time
- (h) Cutoff times and drawing times are to be determined in advance by the Executive Cabinet
- (i) The drawing will be held the Friday before the University of Louisville Spring Football Game
- (j) The location of the drawing will be determined in advance by the Executive Cabinet
- (k) Once the drawing time has arrived, all groups will be placed in a suitable container
- (l) The numbers will then be announced and recorded in the order drawn by two students selected in advance by the Dean of Students
- (m) One member from each group must stay for the drawing process to find out what place their group drew
- (n) All group members must take their ticket from the drawing to the University of Louisville Spring Football Game
- (o) Vouchers will be distributed during halftime of the game
- (p) Ticket sales will take place immediately following the game

902.2 Guest Ticket Policy

- (a) When sales occur, student may request to purchase a guest ticket if one is available after the last Summer Orientation Session
- (b) The student will sign a list indicating their desire to purchase said guest ticket
- (c) If available, the Athletic Office will contact students who wish to purchase a guest ticket based on the order that they signed up on the list