BY-LAWS OF THE UNIVERSITY OF LOUISVILLE STUDENT GOVERNMENT ASSOCIATION

As amended effective August 31, 2008
As amended effective May 1, 2010
As amended effective January 1, 2012
As amended effective September 10, 2013
As amended by the Senate March 18, 2014
As amended by the Senate September 11, 2017
As amended by the Senate March 19, 2019

TITLE II: SGA RULES OF ORDER CHAPTER 201 PARLIAMENTARY AUTHORITY

CHAPTER 202 SPECIAL RULES
202.8 When a Senator desires to speak, they shall address the presiding officer, and shall not proceed until they are recognized. No Senator shall interrupt another in debate without consent, except where a motion is in order. To obtain this consent Senators shall first address the presiding officer.

CHAPTER 203 BOARD AND COMMITTEE RULES
203.5 Any member of a board absent from two (2) meetings of the board without excuse satisfactory to that board shall automatically forfeit their position on the board, and their seat shall be declared vacant subject to Development Board approval.

TITLE III
300.4 The Academic Policy Board shall:

(b) The Chairman of the Board shall be the SGA Academic Vice President.

(c) The Academic Vice President shall seek the advice of the Board on their initiatives.

(d) The Board shall study and make recommendations to the Student Senate concerning student faculty relations, faculty evaluation, student academic life, the University Libraries, academic policy regulations, and any other issue that may come under the scope of the Academic Vice President.

300.7 The Student Organizations Advisory Board
(2) Responsibilities of Members

(a) SOAB members are responsible for the following:

   (i) Upholding the SGA By-Laws and Constitution, as well as adhering to the SOAB Administrative Guide.

   (ii) Regular, on-time attendance to all planned SOAB meetings.

   (iii) Reviewing new student organization charters prior to all regularly scheduled SOAB meetings.

   (iv) Bringing any concerns regarding RSO applications to the attention of the SOAB in an appropriate, considerate manner, keeping in mind the principles of good-faith consideration of applications, regardless of personal beliefs and agendas, and in accordance with the SGA By-Laws, Constitution, and the SOAB Administrative Guide.

(5) Removal and Replacement of Board Members and Officers

   (a) Any SOAB member absent from two (2) consecutive regular meetings without excuse satisfactory to the Board shall automatically forfeit their position on the Board, and the seat shall be declared vacant, pursuant to SGA By-Laws 203.5.

   (b) Subject to the appeal of the Senate, any SOAB member may also be removed by a majority vote of Board members, for actions injurious to the Board, such as (but not limited to):

      (i) Dereliction of duty, especially with respect to with respect to SGA By-Laws 300.6.C.2.

      (ii) Regular breaches of decorum, especially with respect to with respect to SGA By-Laws 300.6.C.2.a.iii.

      (iii) With regard to regular meetings, excessive absences or tardiness without excuse satisfactory to the Board, and with respect to SGA By-Laws 300.6.C.2.a.ii.

   (c) Any vacancies shall be filled promptly in a process similar to the original appointment
401.5 Rules of Order and Conduct:

The Development Board shall deem each absence "excusable" or "inexcusable," and recommend the appropriate action to the Student Senate. c) Malfeasance: Any member of a committee found in violation of malfeasance by the University student conduct process shall be removed from their position on the committee.

CHAPTER 402 BUDGETARY REGULATIONS: REQUESTS TO BE INCLUDED IN THE SGA BUDGET

402.2. Coordination and Procedure:

. 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.

. 3) The Appropriations Committee shall forward these proposals to the SGA President so that they may be consulted when the President forms their budget.

TITLE V: STUDENT ORGANIZATIONS

CHAPTER 502 REQUIREMENTS FOR CONSTITUTIONS

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 organization’s website, or the website will be removed from University web space.

TITLE VI: ELECTION RULES
CHAPTER 602 SUPREME COURT

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 Policies for the Associate Justices as set by the Supreme Court (c) oversee the coordination of the election processes set in the job procedure; (d) Shall appoint an Associate Justices to assist RSO applicants as prescribed in Section 501.3 of the SGA By-Laws. (e) If an Executive Officer faces removal, they 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 608 VIOLATION NOTIFICATION AND ELECTION CONTEST PROCEDURES

608.1 No candidate may contest an election unless they comply with the provisions of this chapter or unless they demonstrate to the satisfaction of the Supreme Court compelling justification for their failure to do so.

608.2 Each candidate, or their 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 the alleged violation is discovered, or 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 their 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 they represent, 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.

608.6 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 their failure to comply with that rule. Ignorance of the requirement shall not constitute a justification.

CHAPTER 612 MALFEASANCE BY OFFICERS OF THE COURT

612.1 In the event that a member of the Supreme Court is found be guilty of malfeasance during the conduction of their election-related duties and removed from office under Section 6.10 of the SGA Constitution, then the Supreme Court shall have the power to dictate the means of remediation, up to and including new elections.

TITLE VII: THE SUPREME COURT CHAPTER

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 their 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.

TITLE VIII: TRANSITION OF POWER
CHAPTER 801 EXECUTIVE OFFICER TRANSITION

801.1 The official term of any executive officer shall begin at midnight on the day after the May Commencement immediately following their election, and shall end either at 23:59 on the day of May Commencement of the following year, or when the Executive Officer no longer meets the eligibility requirements to hold his or her office set forth in the SGA Constitution, whichever occurs first. The officer shall not be permitted to utilize the powers of their office, including the dispensing of SGA funds, after their term ends.

801.2 Within One (1) month of the certification of Executive Officer election results by the Supreme Court, each individual Executive Officer shall have a meeting with their designated successor to discuss the responsibilities of the office and set up a transition schedule. At this meeting, the official transition binder shall be transferred to the possession of the officer elect.

CHAPTER 802 SENATE TRANSITION

802.1 The official term of any Senate officer shall begin at the conclusion of May Commencement immediately following their election, and shall end at the conclusion of May Commencement of the following year, or when the Senate Officer no longer meets the eligibility requirements to hold their office set forth in the SGA Constitution, whichever occurs first. The officer shall not be permitted to utilize the powers of their office, including the dispensing of SGA funds, after their term ends.

802.2 Within one (1) month of the appointment of the Officers of the Senate for the following year, each individual Senate Officer shall have a meeting with their designated successor to discuss the responsibilities of the office and set up a transition schedule. At this meeting, the official transition binder and any objects related to the office (including the Speaker’s Gavel) shall be transferred to the possession of the officer-elect.

CHAPTER 803 SUPREME COURT TRANSITION

803.1 The official term of any Justice of the Court shall begin immediately upon their confirmation as a Justice by the Student Senate.
803.2 A Justice’s official term will end either upon the resignation of Justice, when the Justice no longer meets the eligibility requirements set forth in the SGA Constitution, or at the conclusion of their Commencement.

803.3 The Chief Justice shall be responsible for meeting with a newly appointed Associate Justice within one (1) month of their appointment in order to discuss the responsibilities of the office.

803.4 Within One (1) month of the appointment of their successor, a departing Chief Justice shall have a meeting with their designated successor to discuss the responsibilities of the office. At this meeting, the official transition binder shall be transferred to the possession of the incoming Chief Justice.

TITLE IX: REMUNERATION POLICIES CHAPTER
901 SENATE REMUNERATION POLICY

901.2 Individual remuneration, overseen by the Development Board, shall be a proportion of the maximum as determined by the following guidelines:

(b) Committee participation shall comprise 20% of total remuneration. At the end of each semester, committee chairs shall report upon participation at their committees to the Development Board. This report shall include a percentage between 0-20, with 20% representing full remuneration, 10% representing half, etc. The chairperson may not reduce a member’s remuneration for any reason except attendance, and no meeting shall be defined as “missed” unless it meets the criteria set forth in 1001.3. However, the chairperson may submit remuneration higher than the absolute percentage of meetings attended if they feel that the member’s performance has been commendable.

901.3 A missed meeting shall be defined as any non-excused absence. In order to be excused, an absence must meet the following requirements:

(a) A reason for the absence shall be submitted to the Senate Speaker 12 hours prior to the meeting, except in the event of an emergency, in which case it should be submitted at the earliest possible moment. The reason for one’s absence must be deemed acceptable by the Senate Officers.

(b) Except in the case of an emergency, a proxy from the same school as the Senator must be sent to the meeting. The name of the proxy shall be made available to the Senate Speaker 12 hours prior to the meeting, and once the meeting has begun no other person may serve as proxy. Failure of a proxy to attend a meeting shall not penalize a Senator, but that proxy may no longer be used by any Senator except in the
case of extenuating circumstances. A proxy is subject to the approval of the Speaker of the Senate and the Executive Vice-President. This approval shall include standing in the Dean of Students Office and other relevant factors brought to the attention of the Officers of the Senate.

(c) Leaving a meeting prior to its conclusion shall be regarded as a “missed meeting” unless prior arrangements have been made Senate Officers, or extenuating circumstances can be proven after the meeting has concluded.

(d) In the event that the absence described relates to a sub-committee of the senate, all references to the Senate Speaker and Executive Officers in 10001.3(a)-(c) shall be replaced by the relevant committee chairperson.

CHAPTER 902 EXECUTIVE STAFF REMUNERATION POLICY
902.4 Every individual staff member shall be told exactly how much they will be paid (excluding bonuses) no later than one (1) week after the Senate approves the total staff pay. No staff member will be paid less than this amount unless they fail to perform the duties listed in their job description.

TITLE X: COMPLIANCE OFFICER
CHAPTER 1001 DUTIES

1001.5 If requested, the Compliance Officer must come before the Senate or any SGA board or committee that requests their presence for questioning.

CHAPTER 1002 APPOINTMENT & RESIGNATION

1002.5 If at any time the Compliance Officer chooses to resign from office, they must send a letter to both the SGA President and the SGA Senate notifying them. Once received, the resignation shall take effect.

CHAPTER 1003 REMUNERATION

1003.1 In the annual budget the Senate shall pass the amount of remuneration awarded to the Compliance Officer.

CHAPTER 1004 REMOVAL
1004.1 The Compliance Officer may be removed from office for failure to carry out the required duties of the office, for failure to satisfy the requirements to hold office as delineated in this Constitution, for acting against the best interest of the student populace, or for malfeasance.

1004.2 Any member of the SGA may submit a letter stating grounds necessitating removal 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 remove the Compliance Officer. The accused Compliance Officer shall be notified at least 72 hours in advance of the Development Board meeting. If a Supreme Court Justice cannot attend the meeting, they may submit a written testimony to the board. At the probable cause hearing, the Development Board shall hear testimony from witnesses, including but not limited to the member of SGA that submitted the letter to the Development Board and the accused Officer.

1004.3 If probable cause is not found to exist by the Development Board, then a petition signed by one third (1/3) of the Student Senate delivered to the Senate Speaker may override that decision. It shall be the duty of the Speaker to notify the accused and the Development Board Chair upon receipt of the aforementioned petition.

1004.4 Upon finding that probable cause exists or the receipt of a petition signed by one third (1/3) of the Student Senate by the Speaker, 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 or receipt of the petition that grounds exist to impeach the Compliance Officer.

1004.5. Upon notification of removal, the Senate Speaker or chair of the Development Board shall call a special meeting of the Senate to determine whether removal of the Justice is warranted.

1004.6. Removal proceedings shall be conducted in the following manner:
   (a) a minimum of two-thirds of the Senate body shall constitute a quorum for the removal proceedings.

   (b) the vote on removal shall be held no sooner than one (1) week and no later than two (2) weeks after probable cause has been found. A two-thirds majority of the members of the Senate shall be required to remove the Compliance Officer.

   (c) during the removal proceeding, the Senate Speaker or his or her appointee 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.

CHAPTER 1102 EXECUTIVE RECORDS

1102.3 Each Executive Officer shall be responsible for maintaining a transition binder detailing the duties of his or her position and any relevant SGA resolutions, as well as information that may be useful to a newly appointed officer. It shall include, at the front of the binder, a list of all duties and obligations not set forth in the Constitution, including but not limited to the maintenance of Student Government sponsored websites and programs.

CHAPTER 1103 SENATE RECORDS

1103.3 Each Senate Officer shall be responsible for maintaining a transition binder detailing the duties of their position and any relevant SGA resolutions, as well as information that may be useful to a newly appointed officer.

CHAPTER 1104 SUPREME COURT RECORDS

1104.3 The Chief Justice shall be responsible for maintaining a transition binder detailing the duties of the Chief Justice and any relevant SGA actions, including SGA election results, as well as information that may be useful to their successor.

CHAPTER 1202 LEGISLATIVE REVIEW BOARD

1202.1 The Senate Parliamentarian shall examine their binder, and compile a list of all resolutions that will expire by the end of the current year.