



BYLAWS OF THE UNIVERSITY OF LOUISVILLE STUDENT GOVERNMENT ASSOCIATION

TITLE I: THE EXECUTIVE BRANCH

SECTION 1: AUTHORITY

1.1.1. A President, Executive Vice President, Academic Vice President, and Services Vice President shall be elected in accordance with these Bylaws. 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. The aforementioned officers shall constitute the Executive Cabinet.

SECTION 2: THE PRESIDENT

1.2.1. The President shall have the following duties:

- (a) Administer the policies, procedures, and programs of the SGA as established by the Student Senate.
- (b) Responsible for soliciting the opinions, concerns, and needs of the student body and for serving as a liaison to the University Administration to represent concerns in the decision-making processes of the University.
- (c) If legally qualified, serve as a trustee of the University of Louisville. If they are not legally qualified, the Executive Vice President would serve as the trustee.
- (d) Responsible for representing University of Louisville student interests to governmental institutions.
- (e) Manage the budget and financial policies and coordinate preparation of a budgetary proposal for consideration by the Student Senate in accordance with the guidelines, regulations, rules, and procedures established by the Student Senate and by the University Administration.
- (f) Appoint students to university-wide committees whose nomination shall be approved by a majority vote of the Student Senate.
- (g) Serve as a non-voting ex-officio member of and make reports to the Student Senate
- (h) Require written reports from other officers of the SGA as the President deems necessary.
- (i) Call meetings of the SGA and special meetings of the Student Senate and of the SGA Committees.
- (j) Recommend to the Student Senate creation or abolishment of Executive staff members and other non-elected administrative positions in the SGA and appoint persons to such positions only with the advice and approval of the Student Senate.
- (k) Shall serve on relevant University committees as long as student representation is requested.
- (l) When necessary, create student task forces or consultative committees to advise them on pressing issues.

SECTION 3 THE EXECUTIVE VICE PRESIDENT

1.3.1. The Executive Vice President (EVP) shall have the following powers and responsibilities:

- (a) Shall administer the internal operations and policies of the Student Government Association, including but not limited to developing recruitment programs, and implementing procedures as determined by the Student Senate.
- (b) Make reports to the Student Senate.
- (c) Shall serve as the President of the Student Senate but shall only exercise voting privileges in the event of a tie. The EVP shall assume all powers and responsibilities endowed by the Senate and the Constitution on procedural matters relating to the Student Senate.
- (d) Shall compile and maintain an electronic permanent binder containing the records of the Executive Branch. This binder shall include all previously issued Executive Orders and other documents deemed important to the work of the Executive Branch and shall be passed on to each successive administration. The library archives shall also have access to this binder.
- (e) Shall compile and maintain permanent records of the Student Councils and SGA Boards for public inspection. Such records shall include but not be limited to the Student Council Constitutions and Bylaws.
- (f) Shall serve as the chairperson and non-voting ex-officio member of the Executive Board and shall call meetings thereof.
- (g) Shall oversee the Representation and Engagement Commission as noted in the SGA Bylaws, the EVP shall also oversee the application process of the Diversity and Inclusion Committee and shall oversee the selection process of the Senate Leadership.
- (h) Shall prepare, in conjunction with the Senate Officers, a Senators' Retreat in the beginning of the Fall semester and Senate Banquet at the end of the Spring Semester. The Executive Vice President shall prepare and facilitate a leadership development class or workshop to improve student leadership on campus and in the surrounding community.
- (i) Shall encourage, help and educate the Student Senate about how to write resolutions, make motions and follow parliamentary procedure.
- (j) Shall assume the duties of the SGA President in their temporary absence or vacancy, as specified in the SGA Constitution. A special election may be called by the Senate in accordance with the Constitution if the office of Student Body President is vacant for an extended period.
- (k) Shall serve on the University of Louisville Athletics Association Board. The Executive Vice President shall plan at least one event with student-athlete representatives and administration. The Executive Vice President shall host an event with Student Government Representatives, Student-Athletes, and Advisors at the beginning of the Fall or Spring semester.
- (l) Shall arrange a workshop to be given no later than five (5) months after their installation into office, which will heighten the awareness and sensitivity of all Student Senators to all cultures represented in the University of Louisville. The Executive Vice President shall oversee or partner on an event relating to cultural awareness and inclusivity.
- (m) Shall serve on and make reports to the Commission on Diversity and Racial Equity. The Executive Vice President shall schedule at least one meeting per semester with the Culture and Equity Center administration.

SECTION 4 THE ACADEMIC VICE PRESIDENT

1.4.1. The Academic Vice President (AVP) shall have the following duties:

- (a) Administer the academic policies and programs of the SGA as established by the Student Senate.
- (b) Serve as the student representative to the Faculty Senate and appoint an alternate representative.
- (c) Appoint students to university committees concerned with academic matters, subject to Senate approval.
- (d) Serve as a non-voting ex-officio member of and make reports to the Student Senate
- (e) Administer student recognition awards.

SECTION 5 THE SERVICES VICE PRESIDENT

1.5.1. The Services Vice President (SVP) shall have the following duties:

- (a) Administer the services, service policies, and programs of the SGA as established by the Student Senate.
- (b) Serve as the student representative to the Staff Senate and appoint an alternate representative.
- (c) Appoint students to university committees concerned with services, subject to Senate approval.
- (d) Serve as a liaison representing student concerns to university administrators concerned with services.
- (e) Serve as a non-voting ex-officio member of and make reports to the Student Senate

SECTION 6: VACANCIES

1.6.1. In the temporary absence of the Student Body President, the order of temporary succession to the Presidency shall follow as such: the Executive Vice President; the Academic Vice President; the Services Vice President; and the Speaker of the Senate.

1.6.2. In the event of a temporary absence of the Student Body President where the officers in the line of succession are unable to fulfill the duties of the President, the Student Senate shall elect a Senator to temporarily fill the position by a two-thirds majority vote of all voting members.

1.6.3. If the office of the Student Body President becomes vacant, a special election shall be held under the coordination and supervision of the SGA Supreme Court.

- (a) The Supreme Court shall have the responsibility of overseeing the election.
- (b) Any student meeting the eligibility requirements to hold the office of the President shall be entitled to run. The voting period shall be open to all students for a period of at least seventy-two hours.
- (c) The elections shall be organized, publicized, held, and completed with the resolution of all pending court cases under election rules pertaining to the specific election, within 30 University business days from when the Office of the President becomes vacant.

1.6.4. A vacancy in the vice presidency shall be filled by a qualified student. 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 at least a majority of the votes shall become the new Vice President. In the event that no candidate receives a majority, the candidate or candidates who receive the fewest number of votes shall be removed from the ballot and another round of voting shall commence on the remaining candidates. This process shall be repeated until one candidate receives a majority. 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.

1.6.5. In order to resign, any officer shall submit a letter of resignation to the SGA President, the Vice President for Student Affairs, and the Speaker of the Senate.

SECTION 7: NON-CABINET POSITIONS

1.7.1. The Student Body President shall have the power to recommend to the Student Senate creation or abolishment of Executive staff members and other non-elected administrative positions in the SGA. The SGA President shall appoint persons to such positions only with the advice and approval of the Student Senate.

1.7.2. 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.

1.7.3. 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. The maximum yearly pay by position shall be approved by the Student Senate. 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 increase or 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.

SECTION 8: REMUNERATION POLICIES OF THE EXECUTIVE BRANCH

1.8.1. The amount of tuition remission, wages, compensation, rewards, 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 increase or 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.

1.8.2. In the event an Executive officer resigns or is removed from office, their compensation shall be prorated based on the amount of time served.

1.8.3. 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. The maximum yearly pay by position shall be approved by the Student Senate. 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 increase or 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.

SECTION 9: EXECUTIVE BRANCH TRANSITIONING & PUBLIC HISTORY

1.9.1. A binder containing all previous Executive Orders and other important documents shall be maintained by the Executive Vice President.

1.9.2. Each Executive Branch Officer shall be responsible for maintaining a transition document detailing the duties of their position and any relevant SGA resolutions, as well as information that may be useful to a newly appointed officer. It shall include a list of all duties and obligations not set forth in the Constitution or Bylaws

1.9.3. Each incoming officer shall be installed by the Chief Justice of SGA. The time from installation until the last day of finals week shall be used as a transition period between outgoing and incoming officers and staff. The outgoing President shall continue to serve on the Board of Trustees until the legal expiration of their term.

1.9.4. Upon installation,

- (a) Officers-elect shall have powers to nominate staff positions, to create an agenda and goals for the upcoming year, to install new Senators, and to chair organizational meetings of boards and committees for the upcoming year.
- (b) Council Presidents-elect shall have the power to meet as the Executive Board-elect to make recommendations for committee appointments to be forwarded to the Senate-elect.
- (c) Outgoing officers shall retain all powers until the conclusion of Spring Commencement at which point the new officers and staff shall have full powers.

TITLE II: THE LEGISLATIVE BRANCH

SECTION 1: MEMBERSHIP OF THE SENATE

2.1.1 Each Academic Unit as defined in The Redbook shall have the power to have a council and be represented in the Student Senate. All councils with representation in the Senate shall have a minimum of two senators, the president and vice president of the council.

2.1.2. Senators must be enrolled as half-time students at the University of Louisville. Senators must be in good academic and disciplinary standing with the institution.

2.1.3. Senators shall be elected by their respective constituents as outlined in the Bylaws, the Constitution, and the election regulations. The general elections shall be held annually during the spring semester. Councils shall have the option to opt out of the general election, and such action shall be determined by the Supreme Court as outlined in the Bylaws and the Constitution.

2.1.4. The term of office for senators shall be one full academic year. Senators shall assume their powers and responsibilities after the conclusion of Spring Commencement.

2.1.5. Senators are expected to adhere to the highest standards of conduct. Violations of conduct may result in disciplinary action, including removal from office. The impeachment process shall be initiated by the Development Board and conducted in accordance with the Constitution and the Bylaws.

SECTION 2: MEETINGS & RULES

2.2.1. All meetings of the Student Senate and SGA Committees and Boards shall be open to the University community except discussions that involve the appointment, discipline or dismissal of an individual. The SGA and its arms shall be responsible for providing public notice of all of their meetings. The following requirements shall suffice as conditions for conducting business in privacy:

- (a) Notice shall be given in a regular open meeting of the nature of the business to be discussed in closed session and the reason for the closed session.
- (b) Closed session may be held after carrying a two-thirds vote in a public session. No final action shall be taken in a closed session and no other matter may be discussed that was not addressed publicly.
- (c) Actions taken not supported by the Bylaws or the Constitution shall be null and void.

2.2.2. The Senate shall have the following special rules that may not be suspended unless expressly authorized by a provision in the laws of the SGA.

- (a) Absentee voting shall not be permitted.
- (b) A quorum in the Senate shall be one-half of the voting members. In the event that a quorum is not present, one-fifth of the total voting members may issue a call of the house. This requires all absent members to return to the meeting or provide an adequate excuse to the Officers of the Senate. Failure to do so may result in a removal hearing from the Development Board.
- (c) The Speaker of the Senate or the presiding officer shall call the roll of Senators and make note of those present and absent.
- (d) The proceedings of the Senate shall be accurately stated in the minutes. Titles of bills, resolutions, and every vote shall be included. The Senate shall meet at least twice a month during the semesters of a given academic calendar. Regular meeting times and schedule shall be drafted by the Speaker of the Senate and EVP and approved by the Senate.
- (e) Special meetings of the Senate shall be called in accordance with these Bylaws.
- (f) If a Senator is unable to attend a particular meeting, they shall submit a letter of explanation to be approved by the Executive Vice President, the Speaker of the Senate, and the Clerk of the Senate 12 hours prior to the meeting. If a Senator must leave a meeting early, a proxy cannot assume their 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 a meeting.
- (g) A roll call vote may be ordered by any present senator. When a roll call vote is ordered, the presiding officer or a designee shall call the name of each Senator. Abstentions shall not be counted as either aye or nay.
- (h) Senators shall address the presiding officer when desiring to speak and shall not proceed until they are recognized. No senator shall interrupt another senator during a debate without consent, except where a motion is in order. To obtain the consent, senators must address the presiding officer.
- (i) Motions or amendments to legislations exceeding twenty-five words or five sentences shall be made available to senators before being voted upon.
- (j) The Student Senate shall have the authority to establish and enforce rules governing its proceedings, including rules for conduct and decorum. The Senate may also impose penalties for disorderly behavior, in accordance with the SGA Constitution and Bylaws. The Student Senate may, after holding a hearing through the Development Board, by a two-thirds (2/3) majority vote, expel any member of the SGA for cause, including but not limited to misconduct, violation of the SGA Constitution or Bylaws, or failure to fulfill the duties of their position. The expulsion of a member of the SGA must be in accordance

with the procedures established by the SGA Constitution and Bylaws and must be subject to prior review by the Executive Vice President and the Vice President for Student Affairs, allowing time for comment prior to voting on the removal.

- (k) An agenda for Senate meetings shall be drafted by the Executive Vice President and the Speaker of the Senate and approved by the Senate prior to conducting any business. The Speaker shall distribute the agenda thirty-six hours prior to when the Senate meeting is called to order. For any new business to appear on the agenda, it must be submitted to the Senate Speaker, Senate Historian, Senate Clerk, and EVP at least forty-eight hours prior to when the Senate meeting is called to order.
- (l) New business submitted less than forty-eight hours prior to when the Senate meeting is called to order will require amending the orders of the day. Additionally, producing and distributing copies of documents related to any new business not submitted to the Senate Speaker, Senate Historian, Senate Clerk, and EVP within the prescribed time shall be the responsibility of the author. The author may electronically distribute a copy of the documents more than thirty-six hours before the meeting, but after that time limit a physical copy must be produced for each Senator at the next meeting.
- (m) Any resolution or act proposed to the Student Senate shall have a first reading. It shall be submitted to the appropriate committee for review. After review, the resolution shall return to the Senate for a second reading. Before discussion of the resolution, the committee will render its opinion to the Student Senate regarding whether or not it recommends passage of the resolution, along with any amendments drafted by the committee, friendly or otherwise. A motion to discharge the committee may be made to prevent it from rendering its opinion on the resolution. If the resolution originates within a committee, it shall move to second reading upon submission to the Senate. This rule may be suspended by 2/3 vote of present voting members.
- (n) The Student Body President must sign any legislation passed by the Senate before it goes into effect within ten business days. If the Student Body President fails to act within the ten university business days, the bill shall become law. The elected Officers of the Executive Branch shall have the power to veto any legislation passed by the Senate. A veto shall require a unanimous consent from the Top 4. The Student Body President must issue an explanation to the Senate during their report at the next regularly scheduled meeting. The Senate shall have the power to override the Executive Branch's veto with a three-fourth vote of present voting members.
- (o) No Senator shall serve in the Executive or the Judicial branch while assuming the role of a Senator. Such action shall be in violation with the principles of separation of powers and may result in the termination of office.
- (p) In cases where the SGA is required to make an appointment, the Student Senate may, at its discretion, choose to use a secret ballot. The decision to use a secret ballot shall be made by a majority vote of the Student Senate and shall be taken in accordance with the procedures established by the SGA Constitution and Bylaws. The use of a secret ballot shall not be required in cases where the SGA Constitution or Bylaws specifically prohibit its use. If the Student Senate elects to use a secret ballot, the following procedures shall apply:
 - (i) The Speaker of the Senate shall distribute secret ballots to all members of the Student Senate.

- (ii) The ballots shall be marked in secret and shall not be shown to any other member of the Student Senate.
 - (iii) The ballots shall be collected and counted by the Speaker of the Senate, or by a designated member of the Student Senate.
 - (iv) The results of the vote shall be announced to the Student Senate, but the individual votes shall not be disclosed. In all cases, the SGA shall strive to ensure that all appointments are made in a fair and transparent manner, and that all members of the SGA have an equal opportunity to participate in the decision-making process.
- (q) All bills enacted by the Senate shall be subject to a sunset provision and shall expire five (5) years after the end of the spring semester of the respective academic year from when enacted in accordance with these SGA Bylaws.

2.2.3 The Senate shall have designated officers of the Senate who shall assume leadership roles in the Student Senate of the SGA.

- (a) The Speaker of the Senate shall have the following duties and responsibilities:
- (i) preside over all Senate meetings, ensuring that discussions are conducted in an orderly manner and in accordance with the Senate's bylaws and parliamentary procedure. The Speaker shall serve as the primary point of contact for communication between the Senate and other governing bodies or organizations.
 - (ii) The Speaker shall recognize members who wish to speak, maintain decorum during debates, and oversee the voting process, ensuring that all members have the opportunity to express their views and participate in decision-making.
 - (iii) The term of office for the Speaker shall serve for one academic year and shall have the opportunity to return to speakership with the approval of the Senate. In the event of the Speaker's absence or incapacity, the deputy speaker shall assume the duties of the Speaker until a new Speaker is chosen.
- (b) The Deputy Speaker of the Senate shall have the following powers and responsibilities:
- (i) The Deputy Speaker of the Senate shall serve as the presiding officer of the Senate in the absence of the Speaker of the Senate. In this role, the Deputy Speaker of the Senate would be responsible for maintaining order and decorum during Senate meetings, recognizing members who wish to speak, and ensuring that the rules of the Senate are followed.
 - (ii) The Deputy Speaker of the Senate shall be called upon to assist the Speaker of the Senate in their duties, which may include providing guidance on parliamentary procedure, coordinating the Senate's agenda, and serving as a liaison between the Senate and other SGA officers.
 - (iii) The Deputy Speaker of the Senate shall serve as a representative of the Senate on various SGA committees or in other SGA functions. In this role, the Deputy Speaker of the Senate would be responsible for communicating the Senate's views and representing the interests of the Senate members.
 - (iv) The term of office for the Deputy Speaker shall serve for one academic year and shall have the opportunity to return to the office with the approval of the Senate. In the event of the absence, or incapacity of the Speaker or the Deputy Speaker, the Historian shall assume the duties of the Speaker until a new Speaker is chosen.
- (c) The Historian of the Senate shall have the following powers and responsibilities:

- (i) Be responsible for documenting and maintaining accurate records of Senate meetings, proceedings, decisions, and activities.
 - (ii) compile detailed minutes of meetings, including agendas, attendance records, motions, resolutions, and votes. They shall ensure that minutes are complete, accurate, and accessible to Senate members and the university community.
 - (iii) The Historian shall preserve historical documents, artifacts, and other materials related to the Senate's history and activities. They shall establish and maintain an archive of Senate records for future reference and research purposes.
 - (iv) The Historian shall provide continuity across Senate sessions by documenting key events, decisions, and initiatives. They shall assist incoming Senate members and officers in understanding the Senate's history, traditions, and precedents.
- (d) The Clerk of the Senate shall have the following responsibilities:
- (i) Manage administrative tasks related to the operation of the Senate, including but not limited to correspondence, record-keeping, and logistical arrangements for meetings and events.
 - (ii) The Clerk shall maintain accurate and up-to-date records of Senate membership, including contact information, attendance records, and committee assignments. They shall also maintain records of Senate proceedings, resolutions, and other official documents.
- (e) All Officers of the Senate shall be responsible for maintaining a transition binder detailing the duties of their position and any relevant SGA resolutions, agendas, minutes, executive orders, 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.

2.2.4. Elected Student Senators of the SGA Senate shall assume all legislative powers, authority, and responsibilities outlined in the SGA Constitution and its Bylaws.

- (a) Every Student Senator shall attend all regular and special meetings of the Student Senate. A Senator may delegate a proxy to attend in their place and shall submit an excuse for absence in accordance with the SGA Bylaws. The names of all proxies shall be submitted to the Speaker of the Senate and the Executive Vice President no less than twelve (12) hours prior to the meeting.
- (b) Every Student Senator shall attend all regular and special meetings of the Student Council of their respective Academic Unit and adhere to the guidelines established by that Student Council for attendance.
- (c) A special Senate meeting may be called by the President of the SGA, the Speaker of the Senate, or by a written request signed by at least one-third of the Senate members.
 - (i) The President of the SGA or the Speaker of the Senate shall provide notice of the special Senate meeting to all Senate members at least 24 hours before the scheduled start time. The notice shall include an agenda for the meeting and a statement of the purpose for calling the special Senate meeting.
 - (ii) A quorum for a special Senate meeting shall be a majority of the Senate members. If a quorum is not present, the special Senate meeting shall be adjourned until a later time.
 - (iii) The rules of order for a special Senate meeting shall be the same as those for a regular Senate meeting, unless the Senate members present at the special Senate meeting vote to adopt different rules.

- (iv) Special Senate meetings shall be limited to the agenda and purpose stated in the notice of the special Senate meeting. No other matters may be considered at a special Senate meeting, except by motion made and approved by a two-thirds vote of the Senate members present.
- (d) Every Student Senator shall serve on at least one (1) SGA Board or committee.
- (e) Every Student Senator shall serve, if appointed, on a University Committee. In the event that a Senator is appointed to a University-wide committee, they shall submit periodic written reports of the committee's business to the Executive Vice President.
- (f) Every Student Senator shall seek the views and input of their student constituents.
- (g) Every Student Senator shall attend the workshop to heighten awareness of and sensitivity to all cultures represented in the University of Louisville, as arranged by the Executive Vice President, or attend an equivalent program within 5 months of their installation.
- (h) Every Student Senator shall submit a written report to the Executive Vice President at the last regularly scheduled Student Senate meeting of the fall and spring semesters. The report shall consist of a synopsis of the Senator's work during the semester and a reflection of their successes and failures in SGA.

2.2.5. The Student Senate shall have no power to adopt Bylaws, other legislation, or motions inconsistent with this Constitution. All such actions are null and void. The Student Senate shall, in addition, have that power necessary to perform all other duties given it elsewhere in this Constitution and Bylaws.

2.2.6 The following terms shall be used by the Senate:

- (a) A proxy is a written authorization by a Senator to another student to attend and vote on their behalf in a regular or special meeting. A Senator may delegate a proxy to a non-member of the Student Senate. A proxy must be submitted in writing to the Speaker of the Senate and the Executive Vice President no less than twelve (12) hours prior to the meeting. A student can only serve as a proxy for one senator during a meeting. The proxy must clearly state the name of the Senator who is being represented and the length of time for which the proxy is authorized. A Senator may not delegate a proxy for more than two (2) consecutive meetings. A Senator may not delegate a proxy for more than fifty percent (50%) of the total number of meetings in a given semester. A Senator who is unable to attend a meeting of the Student Senate and has delegated a proxy may not participate in the meeting in any other capacity, including but not limited to attending via teleconference or submitting comments or voting. An individual who is serving as a proxy for another Senator may not delegate their proxy to any other student.
- (b) Legislation refers to any proposed changes or amendments to the SGA Constitution, Bylaws, or any other policies or procedures established by the Student Senate.
- (c) A veto occurs when the Cabinet Officers of the Executive Branch reject a bill or resolution passed by the Student Senate. The Student Body President may veto an act or resolution by providing written notice to the Speaker of the Senate within ten (10) university business days of the act or resolution's passage and must inform the Senate at the next regularly scheduled meeting.
- (d) A majority refers to more than half of the total number of Student Senators.
- (e) An act is a proposed change or amendment to the SGA Constitution, Bylaws, or any other policies or procedures established by the Student Senate. Once a bill has been passed by the Student Senate and signed by the Student Body President, it becomes an act and has the force of law within the SGA.

- (f) Quorum refers to the minimum number of Student Senators required to be present in order to conduct official business. A quorum is achieved when one-fifth of the total number of Student Senators are present.
- (g) Minutes are the official record of each regular or special meeting of the Student Senate. The Speaker of the Senate is responsible for ensuring that accurate minutes are kept and distributed to all members of the Student Senate, as well as made available to the student body.
- (h) Amendment is a proposed change or modification to a bill, resolution, or other legislative action.
- (i) Sponsorship is the act of introducing a bill or resolution to the Student Senate. A bill or resolution may be sponsored by any member of the Student Senate.
- (j) Co-sponsorship is the act of joining with another member of the Student Senate to introduce a bill or resolution.
- (k) Debate is the formal discussion of a bill, resolution, or other legislative action. Debate is governed by rules established by the Speaker of the Senate in accordance with the SGA Constitution and Bylaws.
- (l) Amendable refers to a bill, resolution, or other legislative action that may be changed or modified through the amendment process.
- (m) Non-amendable refers to a bill, resolution, or other legislative action that may not be changed or modified through the amendment process.
- (n) Point of order is a formal objection raised during a meeting of the Student Senate to question whether a rule or procedure is being followed correctly.
- (o) Recess is a temporary suspension of a meeting of the Student Senate. Recesses are typically called to allow members to take a break or to consult with one another.
- (p) Adjournment is the formal ending of a meeting of the Student Senate.
- (q) An appointment is the selection of an individual by the President, the Speaker of the Senate, or any other SGA officer to serve in a position within the SGA or in another SGA-related organization, as authorized by the SGA Constitution or Bylaws.
 - (i) The President may submit nominations to the Senate for the appointment of certain officers, including Justices of the Supreme Court, Executive Staff, the Speaker of the Senate, the Deputy Speaker of the Senate, and other leadership officers of the SGA. The Senate shall consider the nominations and vote on the appointment of the officers.
 - (ii) Appointments made by the President, or any other SGA officer may require confirmation by the Senate. The Senate shall consider the qualifications and suitability of the appointee and may vote to approve or reject the appointment. If the appointment is rejected, the President may submit a new nomination to the Senate.
 - (iii) If a position subject to appointment becomes vacant during the term of office, the President or the Senate may make an appointment to fill the vacancy, as appropriate.
 - (iv) The President or the Senate shall provide notice of appointments to the appointee, the SGA members, and the student body, as appropriate.
- (r) Ex-Officio membership is the practice under Senate rules that allows members of the Executive Cabinet and Board Directors of the arms of the SGA to participate in

committees and Senate activity, with the exception that they are not generally permitted to vote.

- (s) A hearing meeting of a committee or subcommittee is held to take testimony on proposed legislation, conduct an investigation, review a federal agency or program, or consider a nomination or treaty.
- (t) A Parliamentary inquiry is a question from the floor to the presiding officer by a senator or representative requesting a clarification of the procedural situation on the floor.
- (u) A pocket veto is a veto that occurs when the president does not sign a bill within 10 days of receiving it the time period granted by the Constitution and the Bylaws for review and the Senate adjourns during that time.
- (v) A standing committee is a permanent committee established under these Bylaws who specialize in the consideration of particular subject areas.
- (w) A member “yields the floor” when he or she is done speaking. “Yielding time” refers to a floor manager allowing a member a specified amount of time to speak under a time-limited debate. “Yielding for a question” means the senator who has the floor will entertain a question from another member who does not have the floor. Senators have the right to yield for questions while maintaining the floor consent is not required for this to occur. If, however, a senator who holds the floor wants to engage in a colloquy or permit another senator to make a request of the Senate, propound an inquiry, or the like, that senator must ask consent to permit the other senator to act without surrendering the floor (e.g., “I ask to yield to the senator for such purpose without losing my right to the floor.”).

SECTION 3: SGA COMMITTEES

2.3.1 The Student Senate reserves the authority to both establish and dissolve committees as needed. Committees shall be enacted with a two-thirds vote of the Senate and ratification of three-fourths of the student councils.

2.3.2. The Boards and Committees of the SGA shall follow the rules and procedures of the Senate and the governing laws of the SGA. Committees established under this section may propose to the Senate definitions, rules and regulations for program expenditures funded by SGA. Except and provided otherwise in these Bylaws, the Executive Board shall have original jurisdiction to resolve questions of interpretation over matters including but not limited to student organization, the structure of the SGA, and it may delegate authority to resolve particular disputes to any committee established in the Bylaws and the Constitution.

2.3.3. Each board and committee of the SGA shall meet at least once a month during the fall and spring semester as business requires. A special meeting may be held with a petition from three members of the respective committee.

2.3.4. One-half of the members of the board shall constitute a quorum. A committee may take emergency action on behalf of the committee when a quorum is not present. The action previously taken must be approved at the next meeting by a majority of the committee.

2.3.5. Members absent to more than two meetings without a valid excuse shall automatically forfeit their position on the board, and that seat must be declared vacant with the approval of the Development Board.

2.3.6. All boards and committees of the SGA shall have the power to enact policies and guidelines necessary for the pursuit of the duties. Such actions do not require a vote in the Senate and if found to be in conflict with the SGA Constitution or the Bylaws, it shall be null and void.

2.3.7. Policies and guidelines which have the effect of creating new criteria for eligibility of recognition, funding, etc., and which are not explicitly stated in the Constitution or the Bylaw shall be submitted as an amendment to the relevant documents as prescribed in the Constitution.

2.3.8. The SGA shall have the following boards and committees: Executive Board, Academic Policy Committee, Services Policy Committee, Diversity and Inclusion Committee, Senate Appropriations Committee, Development Board, and Legislative Review & Oversight Committee. SGA boards and committees shall be governed by provisions set in the SGA Bylaws and by any other rules and procedures consistent with the SGA Bylaws, as established by the Senate.

2.3.9. The powers and responsibilities of the SGA Executive Board:

- (a) The Executive Board shall be composed of each council's president and the Speaker of the Senate. The Student Body President and the Executive Vice President shall serve as ex-officio non-voting members. The Executive Vice President shall assume the role of chair of the board and shall report to the Senate.
- (b) The Board shall have the power to review all pending legislation submitted in accordance with the SGA Bylaws. If the majority of the Board recommends a course of action, their recommendation shall be presented to the Senate when appropriate.
- (c) The Board shall assume the powers and duties of the Senate when the legislature cannot meet. Any action taken by the Board shall be approved by the Senate at the next regularly scheduled meeting.
- (d) The Board shall be vested with the power to receive and consider all recommendations or suggestions for changes in the SGA Constitution and Bylaws. The Board shall also have the authority to act on matters referred to the Board by the Student Senate. In the event that a proposal for amendments to the Constitution and Bylaws is received by the Board, the Board shall prepare and submit its recommendations to the Student Senate within two regular meetings or thirty days, whichever is less. The submission of such recommendations shall constitute the first reading of the proposed amendments. If the Board shall fail to act on a proposal for amendments within the aforementioned time frame, the proposal shall be transmitted directly to the Senate for their review and consideration.
- (e) The Board shall assume oversight powers over the Executive Branch, its offices and staff for an accounting of activities at their discretion. The report shall be sent to the Development Board for review and further action.
- (f) In conjunction with the Speaker of the Senate, the Board shall recommend senator appointments to boards and committees. These appointments shall be confirmed by the Senate.

2.3.10. The powers and responsibilities of the SGA Academic Policy Committee:

- (a) The Academic Policy Committee shall be composed of Senators representing each student council and chaired by the Academic Vice President.

- (b) The committee shall advise the SGA Academic Vice President on matters relating to the education, students & faculty relations, and policies within the purview of the Academic Vice President. The committee shall act as a forum for promoting ideas and coordination of activities relating to academic affairs among the councils.
- (c) The committee shall review the Redbook and make necessary recommendations to the Senate to present to the university.

2.3.11. The powers and responsibilities of the SGA Development Board:

- (a) The Development Board shall be composed of one senator from the councils in the Senate who shall be nominated by the Executive Board and confirmed by the Senate. The Speaker of the Senate shall call the first meeting of the board and preside over the election of the chair.
- (b) The Board shall evaluate the progress and direction of the SGA including the performance of all boards and committees, officers, and employees of the SGA. The Board shall create means to hold members of the SGA accountable for poor performance and reward those in good standing. The Board shall have the power to request information or hold hearings for individuals regarding their standing in the SGA.
- (c) The Development Board has the responsibility to take up action of removal of SGA officers, as outlined throughout the SGA Constitution and SGA Bylaws. The Development Board shall possess the authority to pursue claims against SGA members before the SGA Supreme Court.
- (d) The removal process of members of the SGA shall be as followed:
 - i) 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 Officer.
 - ii) The accused shall be notified at least 72 hours in advance of the Development Board meeting. If the Officer 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 the SGA that submitted the letter to the Development Board and from the accused.
 - iii) If probable cause is not found to exist by the Development Board, then a petition requesting removal signed by $\frac{1}{3}$ of the Student Senate may be submitted to the Senate Speaker. It shall be the duty of the Speaker to notify the SGA Officer accused of malfeasance and the Development Board Chair upon receipt of the aforementioned petition.
 - iv) Upon a finding that probable cause exists or the receipt of a petition signed by one third ($\frac{1}{3}$) 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 that grounds exist to remove the Executive Cabinet Officer.
 - v) 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 Officer is warranted.

- e) The removal proceedings in the Senate shall be conducted in the following manner:
 - i) A minimum of two-thirds of the Senate body shall constitute a quorum for the removal proceedings.
 - ii) The vote on removal shall be held no sooner than one (1) week and no later than two (2) weeks after. A two-thirds majority of the members of the Senate shall be required to remove the officer.
 - iii) 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.
 - iv) 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.
- f) The Student Senate shall have the power to remove members from Supreme Court Justices, the Executive Cabinet and its staff, and Senators from office due to failure to carry out the required duties and for failure to satisfy the requirements to hold office as delineated in the SGA Constitution and its Bylaws.
- g) If a violation brought before the Development Board is related to the Student Code of Conduct, the chair shall notify the Vice President for Student Affairs who will assume responsibility of resolving the case.

2.3.12. The powers and responsibilities of the SGA Services Policy Committee:

- (a) The Services Policy Committee shall be composed of senators from the student councils in the Senate and chaired by the SGA Services Vice President.
- (b) The committee shall have jurisdiction over dining, housing, construction, campus safety, parking, contract work, sustainability, and other issues under the guise of the Services Vice President. The committee shall report to the Senate on the state of campus services regularly.

2.3.13. The powers and responsibilities of the SGA Diversity and Inclusion Committee:

- (a) The Diversity and Inclusion Committee shall be composed of a Senator or student selected from each of the recognized school Student Councils and ten non-Senator students nominated by a majority vote of the Senate members on the committee from an application process and confirmed by the Senate. The Executive Vice President shall be a non-voting ex-officio member.
- (b) The appointed senator shall chair the committee and shall seek the advice of the committee on the state of diversity and inclusion at the university.
- (c) The Committee shall study and make recommendations to the Student Senate concerning Executive appointments, legislations, appropriations, and any other SGA initiatives and functions that have an impact on diversity and inclusion. The Committee shall act as a forum for exchange of ideas concerning diversity and inclusion among Student Councils.

2.3.14. The powers and responsibilities of the SGA Legislative Review & Oversight Committee:

- (a) The Legislative Review & Oversight Committee shall comprise four members from each branch of government including the Student Body President, the Speaker of the Senate, and the Chief Justice of the Supreme Court. The leaders of the branches shall appoint three members to serve on the committee, who shall be subject to Senate approval. The committee shall be chaired by the Senate Historian who shall report to the Senate regarding the activities of the board.
- (b) The committee shall, by the final Senate meeting of the Spring Semester, make a recommendation to the Senate regarding each expiring legislation and whether or not they ought to remain active. The Senate must then vote on these resolutions individually or in groups. A majority of present Senators shall be sufficient to approve each resolution for another five years. If this fails, the resolution will be void on its designated expiration date.
- (c) The committee shall have the power to evaluate the efficacy of the SGA Bylaws. If deemed necessary, the committee shall draft amendments for consideration by the Senate in accordance with the amendment process.
- (d) The sunset provision shall not apply to the SGA Constitution, Bylaws, or other governing documents of the SGA.
- (e) The sunset provision shall not apply to bills that have been deemed to be of a permanent or ongoing nature; the sunset provision shall not apply to bills that have been enacted as part of a package of related bills.

2.3.15. Non-Standing Senate Committees:

- (a) The Senate shall have the power to create committees which focus on yearly student focused goals. These committees shall have a defined purpose outlined by the Senate based on its needs and should be approved by a majority of the Senate.
- (b) No committee shall have less than five members. Each member of the committee shall be nominated by an officer of the SGA and approved by the Senate. Committees shall convene as outlined in the Bylaws and shall have a chair, who is elected by the members of the committee, and is responsible for delegating tasks of the committee and keeping records of all activities.
- (c) Non-standing committees shall fulfill their function at the conclusion of the Spring Commencement unless the newly elected Senate reauthorizes its charter. To reauthorize the committee, it shall require three-fourths of the total voting Senators.
- (d) Committees shall work to ensure no duties of the other arms of the SGA and committees are duplicated.

2.3.16. The standing and non-standing committees, boards, and commissions shall the following the guidelines:

- (a) The standing and non-standing committees, boards, and commissions of the SGA shall adhere to the following guidelines:
- (b) Each committee, board, or commission shall have a clear and specific purpose or mandate, as established by the SGA Constitution or Bylaws.
- (c) Each committee, board, or commission shall have a chairperson or co-chairpersons who are responsible for leading the group and ensuring that it operates in accordance with the SGA Constitution and Bylaws.

- (i) (1) Each committee, board, or commission shall have a Vice Chair, who shall be appointed by the Chair of the committee, subject to the approval of a majority of the committee members.
- (ii) (2) Any member in good standing with the Student Government Association is eligible for appointment as Vice Chair.
- (d) The chairperson of each committee, board, or commission shall have the following powers and duties:
 - (i) To preside over all meetings of the committee, board, or commission.
 - (ii) To establish and enforce rules and procedures for the conduct of meetings and the decision-making process; ensure that all members have an equal opportunity to participate in the decision-making process.
 - (iii) To establish and adhere to a regular meeting schedule; prepare and distribute agendas for all meetings; ensure that accurate and complete minutes are kept of all meetings.
 - (iv) To ensure that all decisions and recommendations are made in accordance with the SGA Constitution and Bylaws; ensure that all decisions and recommendations are made in a fair and transparent manner.
 - (v) To serve as the primary liaison between the committee, board, or commission and the SGA.
 - (vi) To establish and maintain communication with other committees, boards, and commissions, as well as with the general student body.
 - (vii) To submit regular reports and updates to the SGA, in accordance with the procedures established by the SGA Constitution and Bylaws.
 - (viii) To perform such other duties and responsibilities as may be assigned by the SGA or the SGA Constitution and Bylaws.
 - (ix) To ensure that all decisions and recommendations are made in the best interests of the SGA and the student body.
 - (x) To ensure that all members of the committee, board, or commission are informed and engaged in the decision-making process.
 - (xi) To maintain accurate and complete records of all meetings, decisions, and recommendations.
- (e) Vice chairs of each committee, board, or commission shall have the following powers and duties:
 - (i) Assist the Chair in the administration and coordination of committee activities.
 - (ii) Preside over meetings in the absence of the Chair.
 - (iii) Perform such other duties as may be assigned by the Chair or by the committee.
 - (iv) The term of the Vice Chair shall be concurrent with the term of the Chair who appointed them, unless the Vice Chair is removed or resigns.
 - (v) In the event of a vacancy in the Chair position, the Vice Chair may serve as Acting Chair until a new Chair is selected; A Vice Chair may resign at any time by submitting a written notice to the Chair.
 - (vi) A Vice Chair may be removed from their position by a two-thirds vote of the committee for reasons including, but not limited to, failure to perform duties, misconduct, or incapacity.
 - (vii) Each committee shall have a Vice Chair, who shall be appointed by the Chair of the committee, subject to the approval of a majority of the committee members;

Any member in good standing with the Student Government Association is eligible for appointment as Vice Chair.

- (f) Each committee, board, or commission shall have a clear and specific process for making decisions and recommendations.
- (g) Each committee, board, or commission shall keep minutes of all meetings and make them available to the SGA and the general public.
- (h) Each committee, board, or commission shall establish and adhere to a regular meeting schedule.
- (i) Each committee, board, or commission shall be subject to review and evaluation by the SGA, in accordance with the procedures established by the SGA Constitution and Bylaws.
- (j) Each committee, board, or commission shall be open to all members of the SGA, unless otherwise specified by the SGA Constitution or Bylaws.
- (k) Each committee, board, or commission may establish and adhere to its own internal rules and procedures, in accordance with the SGA Constitution and Bylaws.
- (l) Each committee, board, or commission shall operate in a fair and transparent manner and shall provide regular reports and updates to the SGA and the general public.
- (m) Each committee, board, or commission shall respect the rights and opinions of all members and shall ensure that all members have an equal opportunity to participate in the decision-making process.
- (n) Each committee, board, or commission shall strive to make decisions that are in the best interests of the SGA and the student body.
- (o) Each committee, board, or commission shall maintain accurate and complete records of all meetings, decisions, and recommendations.
- (p) Each committee, board, or commission shall operate in accordance with the SGA Constitution and Bylaws and shall be subject to the authority of the Student Senate.

SECTION 4: SGA COMMISSIONS

2.4.1. The Student Senate may establish commissions to address specific areas of concern or interest within the student body. The establishment of a commission shall require approval by a two-thirds vote of total membership in the Student Senate.

2.4.2 Each commission shall have a defined scope of responsibilities as determined by the Student Senate at the time of its establishment. The scope shall outline the specific areas or issues that the commission is authorized to address, ensuring alignment with the objectives of the Student Government.

2.4.3. Commissions shall operate within the bounds of their designated scope and may not assume powers or responsibilities beyond those expressly granted by the Student Senate. They shall not engage in activities that contravene the governing documents of the Student Government or university policies.

2.4.4 Membership in a commission shall be open to all currently enrolled students at the university who express interest in the commission's focus area. Commissioners shall be appointed by the Student Senate, with consideration given to diversity of backgrounds and perspectives. The Student Senate may also designate a faculty or staff advisor to provide

guidance and support to the commission. Current Senators, Executive Branch Staff, and Officers of the arms of the SGA may not serve on a commission unless appointed by the Senate.

2.4.5. Each commission shall operate for a specified term, as determined by the Student Senate at the time of its establishment. The term shall not exceed one academic year but may be renewed upon approval of the Student Senate. The commission's term shall commence upon approval by the Student Senate and conclude at the end of the specified term period.

2.4.5. Commissions shall hold regular meetings as determined by the commission chair or as required to fulfill their responsibilities. Meetings shall be open to all members of the student body, and minutes shall be kept and made available for public review. Decisions of the commission shall be made by a simple majority vote of the members present at a meeting, provided that a quorum is met.

2.4.6. The Representation & Engagement Commission of the SGA.

- (a) The University of Louisville Student Government Association hereby establishes the Representation & Engagement Commission (REC) as an official body within the SGA Senate.
- (b) The Commission exists to foster inclusive representation, meaningful engagement, and robust connectivity within the University of Louisville (UofL) community. It aims to amplify underrepresented voices, dismantle barriers to participation, and cultivate a culture of mutual understanding and collaboration. Through targeted outreach and innovative strategies, the Commission endeavors to create a vibrant, inclusive campus environment where all members feel valued, affirmed, and empowered to contribute to UofL's collective advancement.
- (c) The Representation & Engagement Commission shall be comprised of the following student groups: Athletics (SAAC), Military-Connected Students, Donovan Scholars, Student Parents, International Students, First-Generation Students, Out-of-State Students, Online Students, Metro Students (e.g., UPS/JCTC), and Students with Disabilities. This list is not exhaustive.
- (d) Each identified group shall appoint two representatives to serve on the Commission. The Executive Vice President shall appoint the chairperson of the Commission who shall be subject to the approval of the Senate.
- (e) The Speaker of the Senate, in collaboration with the Executive Vice President, shall appoint one elected Senator to serve on the Commission for a period of one year.
- (f) The Commission shall be composed of no more than 20 non-elected members of the SGA.
- (g) The Commission shall serve as a platform for facilitating constituent outreach and intentional connectivity within the University of Louisville (UofL) campus community.
- (h) Members of the Commission shall be responsible for drafting legislative proposals, including resolutions, bills, and amendments, addressing issues relevant to the mission of the SGA and the University of Louisville community. All legislative responsibilities, resolutions, and actions pursued by the CAC must be conducted as a unified and collective group, ensuring consensus-driven decision-making and representation of all constituent voices.

- (i) The Commission shall also exercise oversight responsibilities by monitoring the implementation of existing policies and initiatives, identifying areas for improvement, and proposing necessary revisions or updates.
- (j) The Commission shall provide regular reports to the Student Senate on its activities, progress, and recommendations, fostering transparency and accountability in the legislative process. The Commission shall be required to submit a comprehensive annual report on the state of student engagement in the SGA and the UofL community to the Senate.
- (k) The Commission shall possess one collective vote in the Senate, to be exercised based on an internal majority vote among its members, thus ensuring cohesive representation of the UofL community within the governing body.
- (l) The Executive Vice President shall oversee the establishment and operation of the Commission within the Senate framework. The Commission shall
- (m) No member of the Commission may serve on the Diversity & Inclusion Committee simultaneously while part of the Commission.
- (n) All appointed members of the REC shall undergo comprehensive training and orientation sessions within fourteen (14) days of their appointment, familiarizing them with their roles, responsibilities, and the bylaws governing the commission's operations.
- (o) The REC shall draft its own rules and procedures of the Commission outlining its structure, operating procedures, decision-making processes, and any additional guidelines necessary for effective functioning. These rules shall be finalized within forty-five (45) days of the establishment of the REC or before the first Senate meeting of the fall semester. The Commission's governing document shall be subjected to the scrutiny of the Senate and shall require two-thirds vote to pass.
- (p) Members of the Representation & Engagement Commission (REC) shall serve in their roles on a voluntary basis for the upcoming academic year, commencing upon the establishment of the commission as outlined in Section 2 of this legislation.
- (q) Beginning from the academic year 2025-2026, members of the REC shall be eligible to receive remuneration for their service in accordance with the policies and guidelines established by the SGA Senate.
- (r) The specific remuneration amount and structure for members of the REC shall be determined through a collaborative process involving the UofL Senate, the REC, and relevant stakeholders, taking into consideration factors such as time commitment, responsibilities, and prevailing standards for similar roles within the university.
- (s) All decisions regarding remuneration policies and practices shall be made transparently and communicated to the UofL community, ensuring accountability and adherence to principles of fairness and equity.
- (t) The remuneration policies for REC members shall be subject to periodic review and adjustment as deemed necessary by the SGA Senate, with any proposed changes requiring approval through established governance processes.

SECTION 5: STUDENT COUNCILS OF THE UNIVERSITY OF LOUISVILLE

2.5.1. The academic units shall be represented in the SGA by Student Councils, elected by the students in the respective academic units.

2.5.2. The Student Councils shall serve as the primary liaison between the SGA and the students in the respective academic units and shall represent the views and interests of the students to the SGA.

2.5.3. The Student Councils shall operate in accordance with the SGA Constitution, Bylaws, and University Redbook, and shall be subject to the authority of the Student Senate.

2.5.4. The Student Councils shall maintain accurate and complete records of all meetings, decisions, and recommendations.

2.5.5. The affairs of the individual academic units are governed by the respective Student Councils, except as otherwise reserved by the academic unit, the University Administration, or the Board of Trustees.

2.5.6. The Student Councils have general legislative powers over matters affecting their meetings and the students of the academic units they represent.

2.5.7. The Student Councils have special responsibilities within their respective academic units concerning faculty relations, curricula, degree programs, and academic policies.

2.5.8. In the event of a conflict between the SGA Constitution and Bylaws, the policies or actions of the Student Senates, and the policies or actions of the Student Councils, the SGA Constitution and Bylaws shall be supreme and shall govern.

2.5.9. The SGA Constitution and Bylaws shall be interpreted and applied in accordance with the principles of fairness, justice, and democratic governance.

SECTION 6: REMUNERATION POLICIES OF THE LEGISLATIVE BRANCH

2.6.1. Those granted legislative powers in the Constitution shall be restricted in the amount of tuition remission to that amount which would be granted to undergraduates in-state.

2.6.2. The amount of tuition remission, wages, compensation, rewards, 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 increase or 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.

2.6.3. In the event a Senator or an Officer of the Senate resigns or is removed from office, their compensation shall be prorated based on the amount of time served.

2.6.4. The amount of tuition remission, wages, compensation, reward, or consideration for duties performed by the Clerk of the Senate and other non-elected officers shall be allocated in the SGA budget. The maximum yearly pay by position shall be approved by the Student Senate. 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 increase or 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.

SECTION 7: REGISTERED STUDENT ORGANIZATIONS

2.7.1 The Student Organization Advisory Board, will advise the Office of Student Involvement about procedures that the University will implement for approving, and holding Recognized Student Organizations accountable.

TITLE III: FINANCIAL AND BUDGETARY REGULATIONS OF THE SGA

SECTION 1: THE SENATE APPROPRIATIONS COMMITTEE

3.1.1. The Student Senate of the Student Government Association of the University of Louisville hereby establishes the Senate Appropriations Committee to review and evaluate the expenditures of the SGA so that all expenditures of the SGA funds are used properly.

3.1.2. Powers and responsibilities of the SGA Senate Appropriations Committee:

- (a) The committee shall be composed of one voting senator from each council in the Senate. The committee have the following as ex-officio non-voting members of the committee: The Executive Vice President of the SGA, Executive Board member of ELSB, Executive Board member of SAB, Executive Board member of SOAB. No Senator serving in the other arms of the SGA in an advisory role shall serve as a member of the committee. Council presidents are not permitted to serve on the committee.
- (b) The Appropriations Committee shall have the authority to govern all of the SGA's expenditure. The committee may request information or consult with appropriate University personnel to assist the committee in its charge. The Senate Appropriations Committee may propose amendments to the Financial and Budgetary Regulations of the SGA title of the SGA Bylaws. These amendments shall be proposed, debated, and voted on.
- (c) The Senate Appropriations Committee should establish a regular schedule at the beginning of each semester. Any member of the Senate Appropriations Committee may call special meetings provided 48 hours' notice is given to the members of the Committee. 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.
- (d) The Appropriations Committee may vote to prohibit an 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.
- (e) A quorum of the majority of members of the committee must be present before the committee can conduct any business. The quorum must be maintained for actions of the committee to be valid. The quorum will be defined as half plus one of the senators on the committee.

SECTION 2: TRAVEL & SPECIAL PROJECTS FUNDING

3.2.1. The travel fund is money allocated by the Student Senate to defer travel expenses for those undergraduate or professional students within Registered Student Organizations attending events

outside the metropolitan area of Louisville. The Graduate Student Council and its constituents are not permitted to apply to this fund.

3.2.2. To apply for the travel fund, an organization must meet the following:

- (a) Be a registered student organization in good standing status.
- (b) Complete the request form, approved by the Senate Appropriations Committee, attaching a brochure or flyer with information on the proposed event and an attached annual budget of the RSO (if available). This must be submitted to the Senate Appropriations Committee within 48 hours of the next Appropriations Committee meeting.
- (c) Attend the Appropriations Committee meeting to defend their request.

3.2.3. The special project fund is money allocated by the Student Senate to sponsor organizations needing funding for special non-recurring purposes or for unavoidable administrative cost.

3.2.4. To apply for a special project fund, an organization must meet the following:

- (a) Be a registered student organization in good standing status.
- (b) Complete the request form and attach an annual budget of the RSO (if applicable) and a description of the event and return it to the Senate Appropriations Committee by the deadline date.
- (c) The RSO must also list any Club Programming Committee awards it has been given for events during the current school year.
- (d) Attend the Appropriations Committee meeting to defend their request.

3.2.5. If the Senate Appropriations Committee grants a request to a Registered Student Organization for special funding of unavoidable administrative costs (such as equipment, Non-Profit Processing fee, etc.) then the requesting party must wait for a period of three years before re-applying for administrative assistance.

3.2.6. This fee may not be used to be any kind of membership dues or fees. Extenuating circumstances shall be left to the discretion of the Senate Appropriations Committee.

3.2.7. The Graduate Travel fund is money allocated for Graduate Student travel expenses and it is retrieved through the Graduate School Student Council.

SECTION 3: CONTROLS & VIOLATIONS

3.3.1. All requests for funds shall be proposed and evaluated according to the following criteria as outlined in the Constitution of the Student Government Association: The significance of the scope of the request, including its impact on students and the number of students affected, shall be considered. Additionally, organizations must demonstrate insufficient alternative sources of funding regarding the availability of other funds. Any additional criteria deemed relevant by the Student Senate may be taken into account, provided that such criteria are not arbitrary, capricious, or in bad faith.

3.3.2. 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.

3.3.3. The expenditures of Student Government Association funds shall be adequately reviewed and evaluated to ensure that all expenditures 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 its expenditures.

3.3.4. Request shall be defined as a proposed expenditure of SGA funds. In the event that several items of expenditure are proposed, the Appropriations Committee shall decide whether separate items shall be examined separately as individual requests, or together as one request.

3.3.5. Malfeasance shall be defined as wrongdoing that is wholly wrongful, without legal rights, or intentional circumvention of the governing laws of the SGA. Conflict of interest shall be defined as a clash between interests described in the Preamble of the SGA Constitution and the private financial interest of the individual concerned.

3.3.6. The Student Senate shall be the final arbiter of all questions over budgeting and appropriation of SGA funds. The following limited powers of original jurisdiction shall be vested in the following committees:

- (a) Senate Appropriations Committee: The committee may recommend to the Senate rules and regulations to carry out the Bylaws. The committee may request additional information regarding funding requests from those making them, and it may audit the books of any internal or external organization/agency funded by the SGA. The committee shall review all requests made to the travel fund or the special project fund as described in the Bylaws.
- (b) Special Committees: The Senate may establish committees to oversee certain special project funds or other special funds in the SGA Budget. Such a committee shall be subject to review by the Appropriations Committee. The Senate may establish or abolish the special committee by two-thirds votes of the total Senate membership.

3.3.7. Upon suspicion of financial wrongdoing relating to use of SGA funds, the Senate Appropriations Committee shall notify the Vice President for Student Affairs. Student Affairs will determine if additional action is appropriate, in accordance with established university policies. A referral can also be made to the Development Board if internal SGA action is determined to be appropriate.

SECTION 4: BUDGETARY REQUESTS TO BE INCLUDED IN THE SGA BUDGET

3.4.1. This section governs all requests for funds from student monies made before the SGA budget is finalized. This section of the SGA Bylaws governs requests made after the budget is finalized. Powers and penalties created herein shall not be applied in other chapters, except as specified.

3.4.2. The Student Senate shall establish the deadlines for the budget process. The SGA Appropriations Committee shall propose a resolution to the SGA Senate that sets the deadlines for the following: (1) The submission of student council and student organization budget requests. (2) The submission of the SGA President's budget to the Appropriations Committee. (3) The first reading of the budget from the Appropriations Committee by the SGA Senate.

- (a) The Appropriations Committee shall make a good faith effort to set these deadlines in order for the SGA Senate to approve its budget before the deadline for submission to the University's general budget.

- (b) The Appropriations Chair, 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 and the SGA mailing list or equivalent publications no later than four (4) weeks prior to the deadline.
- (c) The President shall submit a proposed budget to the Appropriations Committee by the date outlined in the Bylaws and confirmed by the Senate.

3.4.3. All units seeking funding from SGA shall prepare budgetary proposals. Each budgetary proposal shall meet the criteria specified by the Student Senate.

- (a) The Executive Cabinet 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.
- (b) The proposals for all entities seeking inclusion in the SGA budget shall include the following details: Working budget for the current fiscal year, Proposed budget for the next fiscal year, all sources of revenue (anticipated revenue if unknown), and all account balances for any bank accounts associated with the entity.
- (c) The Appropriations Committee shall forward these proposals to the SGA President so that they may be consulted when the President forms their budget.

3.4.4. 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. This submission shall constitute a first reading and no final action on the budget shall take place at this meeting.

- (a) A second reading of the SGA Budget shall take place no less than two weeks following the first reading. The Senate may consider the budget requests at this meeting.
- (b) Once the Senate has established its budget, the President shall submit it to the administration as specified in the Bylaws.

3.4.5. Any funds granted by the SGA to any organization or agency internal or external, which have not been committed at least fifteen 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 IV: THE JUDICIAL BRANCH

SECTION 1: THE JUDICIAL BRANCH

4.1.1. All judicial powers are vested in the SGA Supreme Court. The Supreme Court shall have the following responsibilities:

- (a) Draft a timeline for the General SGA Elections as set forth in the SGA Bylaws, subject to Senate approval, prior to the last meeting of the Senate during the fall semester.
- (b) Review executive and legislative actions to assess whether an action is in compliance with the Constitution and Bylaws.

- (c) May review council constitutions upon request or upon the discretion of the Supreme Court.
- (d) Hear and decide any properly brought cases concerning the SGA Constitution or Bylaws, as set forth in the Bylaws, when such cases state a valid claim for which relief may be granted by the Court. A majority of the Court may determine that a case does not state a valid claim or is otherwise frivolous.
- (e) Serve as an arbitrator in matters involving the Executive Branch and the Student Councils, when requested.
- (f) Organize and attend events to promote the function of the Court as a judicial body and as the purveyor of the SGA General Election.

4.1.3. Duties and Powers of the Justices

- (a) The Chief Justice shall preside over all Supreme Court functions and is responsible for assigning the writing of any opinion.
- (b) The Associate Justices are required to attend and fully participate in all meetings and functions of the Supreme Court.
- (c) If an Associate Justice is unable to attend a particular meeting, they shall submit a letter of explanation to be approved by the Chief Justice before the meeting is called to order.
- (d) The justices of the Supreme Court must meet at least once in any month a petition is before the Court.
- (e) The justices of the Court may establish rules and procedures that are consistent with the SGA Constitution and Bylaws.
- (f) No justice shall sit or otherwise participate in any action where their relationship to any party casts doubts 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, any justice may move the Supreme Court to recuse said justice involuntarily. Recusal shall be determined by a majority vote of the justices, and the reasons for recusal must be stated.
- (g) Should more than two (2) justices be recused from any given case, the Supreme Court shall notify the SGA President and the SGA Executive Board, 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 the Student Senate. The limit of one (1) Associate Justice per academic unit as outlined in the SGA Constitution shall not apply in cases where Special Justices are necessary.
- (h) The Supreme Court shall not sit or conduct any business in the absence of more than two (2) justices, including empty seats.

SECTION 2: APPOINTMENT

4.2.1. The Chief Justice shall notify the SGA President and the Student Senate upon any vacancy or expected vacancies upon resignation, a change in degree program, or graduation of a Supreme Court Justice. This notification shall take place within two weeks of when the Chief Justice becomes aware that such a vacancy does or will exist.

4.2.2. The SGA President shall submit nominees to fill such a vacancy within two (2) weeks of notification from the Chief Justice.

4.2.3. In the event that the SGA President chooses not to nominate a candidate, members of the Executive Board may submit and vote upon nominees themselves.

4.2.4. Each nominee will meet with or send a written statement to the Executive Board. If the Executive Board recommends approval of the nomination, the nomination, accompanied by a copy of the candidate's written statement, goes to the full Senate for a final confirmation vote. No nominee who is not approved by the Executive Board shall be considered in the full Senate. All nominations to the Supreme Court shall be made by a majority vote of the Student Senate.

4.2.5. Nominees to the Supreme Court shall take their seats when confirmed by the Senate.

SECTION 3: TERM OF OFFICE

4.3.1. The Chief Justice and Associate Justices will serve for life terms, so long as they meet the requirements for office as outlined in the SGA Constitution and Bylaws and desire to remain a Justice.

4.3.2. 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.

4.3.3. Any time a justice of the Supreme Court loses good standing as a student at the University of Louisville, the justice must inform the SGA President and Executive Vice President and tender their resignation from the Court.

4.3.4. Any time a justice does not comply with the credit hour requirements or is otherwise in dereliction of duties or guilty of malfeasance in office, including excessive absenteeism, the remaining justices may, by a vote of two-thirds (2/3) of the Court's membership, remove said justice from office. If the remaining justices fail to remove said justice, any two (2) justices of the Supreme Court, the Chief Justice, or any senator may transmit to the SGA President and Senate Speaker a letter stating accurately and completely the circumstances that warrant the removal of said justice. The SGA President and Senate Speaker shall then transmit said letter to the Student Senate, which may remove said justice by a two-thirds (2/3) vote which must be publicly conducted.

4.3.5. Any time a justice of the Supreme Court changes academic units, the justice must inform the SGA President and Executive Vice President, and tender their resignation from the Court. This justice may be re-nominated to the Supreme Court so long as their nomination does not conflict with the SGA Constitution and Bylaws.

4.3.6. No justice of the Supreme Court may hold any elected or appointed office in SGA or on a university-wide committee, except for those pertaining to their official capacity as a justice of the Supreme Court, for a period of six (6) months after stepping down from the Court. Any current or former justice who violates this rule shall be declared ineligible to ever seek or hold any SGA office; a current justice shall be removed from their position immediately, and the vacancy filled according to the Constitution and Bylaws.

4.3.7. No justice of the Supreme Court may advocate the election or defeat of any SGA office, including any candidate for the Student Senate. Additionally, no justice may provide information

regarding the interpretation of election rules to one candidate or group thereof without taking equal action to notify all candidates. 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 ever seek or hold any elected or appointed office in SGA or on a university-wide committee.

4.3.8. No justice of the Supreme Court may have any ex-parte contacts with any party to a case pending before the Supreme Court. Supreme Court Justices may not discuss any case with any party to that case outside the normal procedures of the Supreme Court unless the other parties of the proceeding are notified and given an opportunity to be present and heard. If communication about the proceeding occurs via email or instant messaging, the contents of the conversation must be disclosed to the other party. Any justice that fails to comply with these standards may be subject to either recusal from the particular proceeding or removal from office.

SECTION 4: JUDICIAL STAFF

4.4.1. The Chief Justice may appoint a student as the Supreme Court Clerk.

4.4.2. The Supreme Court Clerk may not otherwise be an elected or appointed member of Student Government.

4.4.3. It shall be the duty of the Supreme Court Clerk to record the minutes of every Court meeting, maintain an online file of all rulings of the Court and other important Court documents, and assist the justices in the execution of their duties.

SECTION 5: SUPREME COURT HEARING PROCEDURES

4.5.1. Filing a Complaint

- (a) Any student, Registered Student Organization, or Council at the University of Louisville may bring an action before the SGA Supreme Court. Any student, Registered Student Organization, SGA officer or SGA entity may be named as the respondent in any petition brought before the Supreme Court.
- (b) All cases brought before the Court must allege a violation of the Constitution or Bylaws and provide evidence to support the accusation. The Court reserves the right to refuse to hear a case where a violation of the Constitution or Bylaws is not made, when evidence is not provided to support the accusation, or if the case is otherwise deemed frivolous. The Court shall issue an opinion justifying its refusal to hear a case, which is to include the Court's rationale for making the decision.
- (c) Any person requesting a hearing or appealing to the Supreme Court shall make a timely electronic filing to the Chief Justice or their designate. "Timely" shall be defined as within the semester the alleged violation took place.
- (d) To be acted on by the Supreme Court, any petition, counterclaim, motion for dismissal, or any other motion must:
 - (i) clearly and accurately state the petitioner or petitioners' name or names.
 - (ii) clearly and accurately state the respondent or respondents' name or names.
 - (iii) 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 to be truthful.

- (iv) clearly and accurately state the specific provision or provisions of the SGA Constitution, Bylaws, or Election Rules the petitioner alleges are violated by the disputed action.
- (v) clearly and accurately provide any and all evidence of the alleged violation.
- (vi) clearly and accurately set forth the relief sought.
- (vii) include at the end of petition the following words: “I hereby represent to the Supreme Court of the Student Government Association my belief, in good faith, that my knowledge of the allegations contained herein are true.”; and
- (viii) bear the physical or digital signature of each petitioner underneath the acknowledgement of good faith.

4.5.2. Receipt of a Complaint

- (a) Upon application for hearing by direct request or appeal, the Chief Justice shall take steps to notify all parties with a direct or indirect interest in the complaint or appeal and all associate justices. Such notification must adequately represent the nature of the claim.
- (b) 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; and to appear before the Supreme Court and be heard.
- (c) The court shall serve a copy of the petition to all respondents or engage in a good faith effort to personally serve all respondents and any other relevant parties to the petition. The Supreme Court may order all parties to appear before it no less than fourteen (14) days from the time of service for a pretrial conference. The Supreme Court must allow at least forty-eight (48) hours to be allotted for responses, unless the respondent voluntarily waives the forty-eight (48) hour response time. Any party failing to respond within the allotted time is subject to summary judgment against them.

4.5.3. Pre-Hearing

- (a) 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.
- (b) The parties may seek to waive the pre-hearing by contacting the Supreme Court through a designated method such as e-mail. If the Supreme Court agrees with the request to waive the pre-hearing, it shall be granted. If the Supreme Court disagrees, the pre-hearing shall be held.
- (c) 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.

4.5.4. Hearing

- (a) The Chief Justice or their designate shall call the hearing to order and read the complaint(s) before the court.
- (b) 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.

(c) Each side may rebut the other's case.

4.5.5. Post-Hearing

- (a) The Supreme Court shall deliberate in a closed meeting and render its preliminary decision within forty-eight (48) hours of the last hearing in a case. A final written decision outlining the relief granted shall be made available within fourteen (14) days of the last hearing in the case. All written decisions shall be posted on the SGA website.
- (b) A copy of the Court's opinion will be transmitted to each party to the action and to the SGA President, Executive Vice President and the Student Senate.
- (c) An unofficial oral opinion may be given at the time of the hearing.

4.5.6. Past Judicial Opinions

- (a) A compilation of all decisions of the Supreme Court shall be kept in the SGA office and online to be made available to all students.
- (b) Prior Supreme Court decisions shall be treated as legal precedent under the SGA Constitution and Bylaws. This precedent shall be binding but may be overturned upon receipt of a petition to reconsider the same ruling, or changes made to the Constitution or Bylaws.

SECTION 6: SUPREME COURT REMUNERATION POLICY

4.6.1. The maximum amount of financial remuneration for the Chief Justice and Associate Justices of the Supreme Court shall be set by the Student Senate.

4.6.2. The amount of tuition remission, wages, compensation, rewards, or consideration for duties performed by Justices 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 increase or 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.

4.6.3. Each Justice shall receive full remuneration, unless action is taken through the following process:

- (a) A letter, signed by a minimum of either the Chief Justice or two Associate Justices and detailing reasons for a member's reduced remuneration, is sent to the Chair of the Development Board.
- (b) The Development Board shall then convene within two weeks to decide what percentage of remuneration that Justice merits.

4.6.4. Any Senator or Justice wishing to dispute an individual Justice's remuneration may do so by submitting a letter to the Student Senate. A Development Board ruling may be overturned by a majority vote of the Senate.

4.6.5. In the event a Justice resigns or is removed from office, their compensation shall be prorated based on the amount of time served.

SECTION 7: JUDICIAL BRANCH RECORDS

4.7.1. The Supreme Court Clerk, or a designee of the Chief Justice, shall be responsible for archiving all information into an online file that is accessible to all students at the university.

4.7.2. An online file containing all previous Supreme Court Rulings and documents shall be maintained by the Supreme Court Clerk.

4.7.3. The Chief Justice shall also be responsible for maintaining an online file detailing the duties of the Chief Justice and Associate Justices and any relevant SGA actions, including SGA election results, as well as information that may be useful to new Justices.

SECTION 8: SUPREME COURT TRANSITION

4.8.1 The official term of any Justice of the Court shall begin immediately upon their confirmation as a Justice by the Student Senate.

4.8.2 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 Bylaws, or at the conclusion of their Commencement.

4.8.3 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.

4.8.4 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 departing Chief Justice shall be transferred to the possession of the incoming Chief Justice all necessary Court records and materials, including online access to the SGA Supreme Court email and SGA Election email accounts.

TITLE V: THE STUDENT ACTIVITIES BOARD

SECTION 1: DECLARATION OF PURPOSE

5.1.1. The Student Activities Board (SAB) shall be the programming arm of the student body. 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.

5.1.2. The Student Activities Board shall also be tasked with helping the Executive, Legislative, and Judicial Branches to organize at least one event in the Fall term whose purpose is to increase awareness of SGA and allow students to voice their concerns to their representatives. The exact nature of these events and SAB's role in their execution shall be decided upon jointly by SAB and SGA, however no more than fifty percent (50%) of the cost shall be borne by SAB.

5.1.3. It shall also be the task of the Student Activities Board, in collaboration with the Legislative and Executive Branches of SGA, to develop a plan for the long-term funding of concerts sponsored by the student government. The planning and hosting of these concerts shall be within the sole purview of SAB, and such funds as are available for these concerts shall be administered.

SECTION 2: CONSTITUTION OF THE STUDENT ACTIVITIES BOARD

5.2.1. The Student Activities Board shall draft and pass its own Constitution and Bylaws. The

SAB Constitution shall not be alterable by any means other than those set forth within that document, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution after hearing a properly brought case attesting that fact. Similarly, changes to the SAB Bylaws may only be made by those means set forth within the SAB Constitution, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution or the SGA Bylaws after hearing a properly brought case attesting that fact.

5.2.2 In the event that the Supreme Court makes such a ruling, those portions of the document shall be declared void.

5.2.3 After having been declared void, the following process shall commence:

- (a) SAB shall have four (4) weeks from the time the ruling was made public to make changes to their Constitution and/or Bylaws so that they are no longer in violation of the SGA Constitution or the SGA Constitution and/or Bylaws respectively.
- (b) If the changes are made within the allotted time, they must then be deemed to no longer be in violation by either a majority of the Supreme Court or a majority of Senators present at the next Senate meeting.
- (c) If the changes are not made within the allotted time, or both the Court and Senate deem those portions to be still in violation, then changes to those portions may be made by the Senate.
- (d) In such a case, the Senate shall be authorized to make changes to only those specific portions of the SAB Constitution and/or Bylaws as were deemed to be in violation by the Supreme Court. It shall take a two-thirds (2/3) majority of all Senators present to pass such changes, and “first reading” shall not be waived.

SECTION 3: PROGRAMMING BOARD

5.3.1. The Student Activities Board shall be governed by a body known as the Programming Board.

5.3.2. The composition of the Programming Board shall be determined by the SAB Constitution, but shall not consist of less than 7 members of SAB, one undergraduate member of the Student Senate, one graduate or professional member of the Student Senate, and one appointee from the Executive Branch.

5.3.3. All members of the Programming Board shall have one vote, and rules for proxies shall be determined by the Student Activities Board.

5.3.4. The Student Activities Center Staff, Red Barn Alumni Association representative, representatives from the Student Activities Center Advisory Board, and SAB advisor(s) are ex-officio, non-voting members.

5.3.5. The two appointees from the Student Senate shall be nominated by the Senate Speaker and confirmed by a majority vote of Senators present.

5.3.6. The SGA President shall be responsible for appointing the Executive Branch’s representative, subject to confirmation by a majority vote of the Student Senate.

5.3.7. These nominations shall be made at the first Senate meeting of the fall semester, unless otherwise approved by the Senate.

5.3.8. It shall be the duty of these appointed members to regularly report to their respective branches of government and serve as a liaison between SAB and those branches.

5.3.9. Either of the two Senate appointees may be removed from office by a majority vote of the

Student Senate, at which point the vacancy shall be filled according to the guidelines set forth in the SGA Constitution and Bylaws.

5.3.10. The governance of SAB shall be the sole purview of the Programming Board, and no SGA individual or entity shall be appointed to govern the Programming Board except as provided for in the SAB Constitution.

5.3.11. At least one member of SAB who sits on the Programming Board shall be at each regularly scheduled Student Senate meeting, and shall be available for questions regarding events that SAB has recently hosted or is preparing to host.

SECTION 4 BUDGET OF THE STUDENT ACTIVITIES BOARD

5.4.1. The Student Activities Board shall prepare a budget which must be approved by the Student Senate Appropriations Committee and the Student Senate during the budget setting process.

5.4.2. The SAB budget may not be decreased by more than five (5) percent per fiscal year, except in such a case where the Programming Board passes the cuts with a two-thirds (2/3) majority.

5.4.3. The SAB budget for a given fiscal year may not be decreased after it has been approved by the Student Senate except by a two-thirds (2/3) majority of the Programming Board or a three fourths (3/4) majority of the Student Senate. No non-SAB member of SGA may remove money from their budget without such approval.

SECTION 5 MEMBERSHIP

5.5.1. All members of the Student Activities Board shall be selected according to guidelines set forth in the SAB Constitution and below.

5.5.2. Membership in SAB must be open to all students of the University of Louisville who are enrolled at least half-time according to the guidelines of their academic unit. Membership may be extended to students who are enrolled less than half-time if it is provided for within the SAB Constitution.

5.5.3. Membership shall not be denied a person based on race, color, creed, gender, religion, age, nationality, political affiliation, sexual/affectational orientation, military status, and physical, mental, or emotional disability.

5.5.4. The interview committee for the Executive Members of SAB, as defined by the SAB Constitution and Bylaws, shall consist of all persons appointed by SAB for that purpose, as well as one representative each from the Executive and Legislative Branches of SGA, and one additional graduate or professional student who is appointed by the Executive branch.

5.5.5. If the interviews occur after election results have been certified, the Executive Branch's representatives shall be appointed by the SGA President-elect. Otherwise, the representatives shall be appointed by the current SGA President.

5.5.6. The current Senate Speaker shall appoint the representative from the Legislative Branch.

TITLE VI: THE ENGAGE LEAD SERVE BOARD

SECTION 1: DECLARATION OF PURPOSE

6.1.1. The Engage Lead Serve Board (ELSB) shall be the service, philanthropic and volunteering arm of the student body. Its purpose shall be to provide structured experiential and developmental opportunities that encourage community engagement, model good leadership, and

allow active service for the student body. The ELSB shall promote collaboration between organizations, with a focus on areas that encourage philanthropy, service, leadership development, and civic engagement.

6.1.2. The Engage Lead Serve Board shall be tasked with helping the Executive, Legislative, and Judicial Branches to organize at least one event in the Fall term whose purpose is to increase awareness of SGA and allow students to voice concerns to their representatives. The exact nature of these events and ELSB's role in their execution shall be decided upon jointly by ELSB, SAB, and SGA.

6.1.3. ELSB shall be charged with helping plan any social justice and advocacy event hosted by Student Government. They will be responsible for helping the Executive, Legislative, and Judicial Branches plan state legislative advocacy sessions, forums with faculty, the rally for higher education, and any other social justice event.

SECTION 2: CONSTITUTION OF THE ENGAGE LEAD SERVE BOARD

6.2.1. The Engage Lead Serve Board shall draft and pass its own Constitution and Bylaws. The ELSB Constitution shall not be alterable by any means other than those set forth within that document, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution after hearing a properly brought case attesting that fact. Similarly, changes to the ELSB Bylaws may only be made by those means set forth within the ELSB Constitution, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution or the SGA Bylaws after hearing a properly brought case attesting that fact.

6.2.2. In the event that the Supreme Court makes such a ruling, those portions of the document shall be declared void.

6.2.3. After having been declared void, the following process shall commence:

- (a) ELSB shall have four (4) weeks from the time the ruling was made public to make changes to their Constitution and/or Bylaws so that they are no longer in violation of the SGA Constitution or the SGA Constitution and/or Bylaws respectively.
- (b) If the changes are made within the allotted time, they must then be deemed to no longer be in violation by either a majority of the Supreme Court or a majority of Senators present at the next Senate meeting.
- (c) If the changes are not made within the allotted time, or both the Court and Senate deem those portions to be still in violation, then changes to those portions may be made by the Senate.
- (d) In such a case, the Senate shall be authorized to make changes to only those specific portions of the ELSB Constitution and/or Bylaws as were deemed to be in violation by the Supreme Court. It shall take a two-thirds (2/3) majority of all Senators present to pass such changes, and "first reading" shall not be waived.

SECTION 3: BOARD OF DIRECTORS

6.3.1. The Engage Lead Serve Board shall be governed by a body known as the Board of Directors.

6.3.2. The composition of the Board of Directors shall be determined by the ELSB Constitution but shall not consist of less than 3 members of ELSB, one member of the Student Senate, and one appointee of the Executive Branch.

6.3.3. All members of the Board of Directors shall have one vote, and the Engage Lead Serve Board shall determine rules for proxies.

6.3.4. The appointee from the Student Senate shall be nominated by the Senate Speaker and confirmed by a majority vote of Senators present.

6.3.5. The SGA President shall be responsible for appointing the Executive Branch's representative.

6.3.6. These nominations shall be made at the first Senate meeting of the fall semester, unless otherwise approved by the Senate.

6.3.7. It shall be the duty of these appointed members to regularly report to their respective branches of government and serve as a liaison between ELSB and those branches.

6.3.8. Any of the two appointees may be removed from office by a majority vote of the Student Senate, at which point the vacancy shall be filled according to the guidelines set forth in the SGA Constitution and Bylaws.

6.3.9. The governance of ELSB shall be the sole purview of the Board of Directors, and no SGA individual or entity shall be appointed to govern the Board of Directors except as provided for in the ELSB Constitution.

6.3.10. One member of ELSB who sits on the Board of Directors shall be at each regularly scheduled Student Senate meeting and shall be available for questioning regarding events that ELSB has recently hosted or is preparing to host.

SECTION 4: BUDGET OF THE ENGAGE LEAD SERVE BOARD

6.4.1. The Engage Lead Serve Board shall prepare a budget for student service activities and resource needs, which must be approved by the Student Senate Appropriations Committee and the Student Senate during the budget setting process.

6.4.2. The ELSB budget may not be decreased by more than five (5) percent per fiscal year, except in such a case where the Board of Directors passes the cuts with a two-thirds (2/3) majority.

6.4.3. The ELSB budget for a given fiscal year may not be decreased after it has been approved by the Student Senate except by a two-thirds (2/3) majority of the Board of Directors or a three-fourths (3/4) majority of the Student Senate. No non-ELSB member of SGA may remove money from their budget without such approval.

SECTION 5: MEMBERSHIP

6.5.1. All members of the Engage Lead Serve Board shall be selected according to guidelines set forth in the ELSB constitution and below.

6.5.2. Membership in ELSB must be open to all students at the University of Louisville who are enrolled at least half-time according to the guidelines of their academic unit. Membership may be extended to students who are enrolled less than half-time if it is provided for within the ELSB Constitution.

6.5.3. Membership shall not be denied to a person based on race, color, creed, gender, religion, age, nationality, political affiliation, sexual/affectional orientation, military status, and physical, mental, or emotional disability.

6.5.4. The interview committee for the Executive Members of ELSB, as defined by the ELSB Constitution and Bylaws, shall consist of all persons appointed by ELSB for that purpose, as well as one representative each from the Executive and Legislative Branches of SGA.

6.5.5. If the interviews occur after election results have been certified, the Executive Branch's representative shall be appointed by the SGA President-elect. Otherwise, the representative shall be appointed by the current SGA President.

6.5.6. The representative from the Legislative Branch shall be appointed by the current Senate Speaker.

TITLE VII: THE STUDENT ORGANIZATION ADVISORY BOARD

SECTION 1: DECLARATION OF PURPOSE

7.1.1. The Student Organization Advisory Board (SOAB) shall be the student involvement arm of the student body. Its purpose shall be to work alongside the Office of Student Involvement in overseeing and advising the University's registered student organizations (RSOs).

7.1.2. It shall maintain the Club Programming Budget, which shall provide funding for RSOs. An annual report shall be presented to the SGA Senate every March.

SECTION 2: CONSTITUTION OF THE STUDENT ORGANIZATION ADVISORY BOARD

7.2.1. The Student Organization Advisory Board shall draft and pass its own Constitution and Bylaws. The SOAB Constitution shall not be alterable by any means other than those set forth within that document, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution after hearing a properly brought case attesting that fact. Similarly, changes to the SOAB Bylaws may only be made by those means set forth within the SOAB Constitution, except in the event that the Supreme Court rules that a specific portion of that document is in violation of the SGA Constitution or the SGA Bylaws after hearing a properly brought case attesting that fact.

7.2.2. In the event that the Supreme Court makes such a ruling, those portions of the document shall be declared void.

7.2.3. After having been declared void, the following process shall commence:

- (a) SOAB shall have four (4) weeks from the time the ruling was made public to make changes to their Constitution and/or Bylaws so that they are no longer in violation of the SGA Constitution or the SGA Constitution and/or Bylaws respectively.

- (b) If the changes are made within the allotted time, they must then be deemed to no longer be in violation by either a majority of the Supreme Court or a majority of Senators present at the next Senate meeting.
- (c) If the changes are not made within the allotted time, or both the Court and Senate deem those portions to be still in violation, then changes to those portions may be made by the Senate.
- (d) In such a case, the Senate shall be authorized to make changes to only those specific portions of the SOAB Constitution and/or Bylaws as were deemed to be in violation by the Supreme Court. It shall take a two-thirds ($\frac{2}{3}$) majority of all Senators present to pass such changes, and “first reading” shall not be waived.

SECTION 3: BOARD OF ADVISORS

7.3.1. The Student Organization Advisory Board shall be governed by a body known as the Board of Advisors.

7.3.2. The composition of the Board of Advisors shall be determined by the SOAB Constitution, but shall not consist of less than three (3) members of SOAB, one member of the Senate, and one appointee of the Executive Branch.

7.3.3. All the members of the Board of Advisors shall have one (1) vote, and the Student Organization Advisory Board shall determine rules for proxies.

7.3.4. The appointee from the Student Senate shall be nominated and confirmed by a majority vote of Senators present.

7.3.5. The SGA President shall be responsible for appointing the Executive Branch’s representative.

7.3.6. These nominations shall be made at the first Senate meeting of the fall semester, unless otherwise approved by the Senate.

7.3.7. Any of these two appointees may be removed from office by a majority vote of the Student Senate, at which the vacancy shall be filled according to the guidelines set forth in the SGA Constitution and Bylaws.

7.3.8. The governance of SOAB shall be the sole purview of the Board of Advisors, and no SGA individual or entity shall be appointed to govern the Board of Advisors except as provided for in the SOAB Constitution.

7.3.9. One member of SOAB who sits on the Board of Advisors shall be at each regularly scheduled Student Senate meeting, and shall be available for questioning regarding associated events or RSO services.

SECTION 4: THE BUDGET OF THE STUDENT ORGANIZATION ADVISORY BOARD

7.4.1. The Student Organization Advisory Board shall prepare a budget for student service activities and resources needed, which must be approved by the Student Senate Appropriations Committee and the Student Senate during the budget setting process.

7.4.2. The SOAB budget may not be decreased by more than four (4) percent per fiscal year, except in such a case where the Board of Advisors passes cuts with a two-thirds ($\frac{2}{3}$) majority vote.

7.4.3. The SOAB budget for a given fiscal year may not be decreased after it has been approved

by the Student Senate except by a two-thirds ($\frac{2}{3}$) majority of the Board of Advisors or a three fourths ($\frac{3}{4}$) majority of the Student Senate. No non-SOAB member of SGA may remove money from their budget without such approval.

7.4.4. The SOAB shall be granted authority over the Club Programming Committee (CPC) for the purpose of providing funding to Registered Student Organizations. This fund shall be included in the SOAB budget on top of a separate budget that will be used for RSO Trainings, RSO Summits, and other activities the board deems necessary.

SECTION 5: MEMBERSHIP

7.5.1. All members of the Student Organization Advisory Board shall be selected according to guidelines set forth in the SOAB constitution and below.

7.5.2. Membership in SOAB must be open to all students of the University of Louisville who are enrolled at least half-time according to the guidelines of their academic unit. Membership may be extended to students who are enrolled less than half-time if it is provided for within the SOAB Constitution.

7.5.3. A representative from each council, elected or non-elected shall be appointed and tasked to sit and vote during meetings of which the disbursement of the club programming fund are scheduled.

7.5.4. Membership shall not be denied to a person based on race, color, creed, gender, religion, age, nationality, political affiliation, sexual/affectional orientation, military status, and physical, mental, or emotional disability.

7.5.5. The interview committee for the Executive Members of SOAB, as defined by the SOAB Constitution and Bylaws, shall consist of all persons appointed by SOAB for that purpose, as well as one representative each from the Executive and Legislative Branches of SGA.

7.5.6. If the interviews occur after election results have been certified, the Executive Branch's representatives shall be appointed by the SGA President-elect. Otherwise, the representative shall be appointed by the current SGA President.

7.5.7. The representative from the Legislative Branch shall be appointed by the current Student Senate.

TITLE VIII: ELECTIONS

SECTION 1: ELECTIONS OVERSIGHT

8.1.1. The Supreme Court of the SGA shall oversee and manage the general SGA elections. The Supreme Court shall also draft the election timeline as outlined in the Bylaws. The election timeline should include all relevant dates as outlined in this document, including but not limited to filing deadlines, interest meetings and forums, and all other election-related dates. The Student Senate shall review, make any necessary changes to, and approve the timeline. No changes to the rules outlined in these Bylaws may be made without Senate approval.

8.1.2. The Supreme Court shall have the following duties in the SGA general election:

- (a) arrange for an online voting system to be implemented.
- (b) in the event online voting is not used, arrange for physical ballots to be used at polling sites. Polling sites shall be clearly marked with noticeable and readable "Vote Here" elections signs.
- (c) certify the qualifications of all candidates.
- (d) approve the design of the official ballot consistent with the rules herein.

- (e) establish the election timeline consistent with the provisions of the Elections title and the Constitution and Bylaws as approved by the Executive Board and Senate. This timeline should be presented to and voted upon by the Student Senate by the final meeting of the Fall Semester. Upon approval, the Chief Justice should work with the advisor of the SGA, or their designee as outlined in the Constitution to prepare the Office of Student Affairs for the election.
- (f) provide timely, adequate information concerning the SGA election to students and candidates.
- (g) provide for the training of election officials in their duties and responsibilities in the operation of the polls prior to each election, if online voting is not used.
- (h) provide a minimum of one (1) election official for each polling place, if online voting is not used.
- (i) tabulate and announce the preliminary results of all elections by noon the day following the election.
- (j) maintain public records within the Student Affairs Office of all election information, including results, voting rosters, rules, violations, and appeals for a period of not less than seven years.
- (k) prepare candidacy forms.
- (l) hear and decide all challenges and accusations of election violations brought under election rules by following the procedures set forth in these SGA Bylaws.

SECTION 2: DATES OF THE ELECTION AND INSTALLATION

8.2.1. The time or times of the SGA General shall be set by the SGA Supreme Court in the SGA election timeline and confirmed by the Senate before the beginning of the Spring Semester, in accordance with the following guidelines:

- (a) The date set for elections shall be set no later than April 15.
- (b) The election shall begin on a Monday and last for 72 hours.
- (c) all candidates shall be notified of preliminary election results within twenty-four (24) hours following the cessation of the election.
- (d) all candidates and their representatives shall have seventy-two (72) hours following the announcement of the last results to submit cases concerning election violations and contests to the Supreme Court, as detailed in these Bylaws.
- (e) the Supreme Court shall then conduct hearings for these cases, as laid forth in the SGA Bylaws.
- (f) all pending cases shall be resolved by the Court within two (2) weeks of the deadline for filing cases set forth in these Bylaws.
- (g) All runoff elections shall be conducted after all election-related hearings are finalized.
- (h) The final election results shall be made available the Friday following all election-related Court proceedings and runoff elections, at which point they will be deemed certified and final except in the case of Court malfeasance. If no election-related proceedings are filed or are dismissed for lack of merit, the Court has the discretion to release the final election results at an earlier date.

8.2.2. The time or times of the individual school student council elections and academic unit representatives in the SGA Senate, if that academic unit chooses not to participate in the SGA General election, shall be set by each unit no later than February 28. If a unit does not participate

in the general election, The election process needs to be approved by the Court in consultation with Student Affairs, to make sure only eligible students are able to vote.

8.2.3. The installation of the elected representatives shall occur at the SGA banquet at the end of the Spring semester.

SECTION 3: OFFICES ELECTED IN THE SGA GENERAL ELECTION

8.3.1. The Student Body President, Student Body Executive Vice President, Student Body Academic Vice President, and Student Body Services Vice President, and the College President, College Vice President, College Senators, and any other eligible College officer of any Unit of Enrollment that opts to participate in the SGA General Election shall be elected in the SGA General Election.

8.3.2. The individual school Student Councils may opt to elect their officers, academic unit representatives in the Student Senate, and/or school council members in the SGA General Election. Councils have until the last Senate meeting, prior to winter break, to state whether they will be holding their own election or taking part in the SGA General Election process.

8.3.3. The elections of all College Presidents, College Vice Presidents, and College Senators shall be in accordance with SGA Bylaws and the rules of their respective council constitutions/bylaws that the Supreme Court has on file. If a candidate is elected through an unapproved constitution/bylaw(s), the council shall be subject to sanction(s) by the Supreme Court.

SECTION 4: ELECTION OF EXECUTIVE CABINET POSITIONS

8.4.1. 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 confirmed 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.

8.4.2 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 full-time status.
- (c) have completed at least one semester at the University of Louisville.

SECTION 5: ELECTION OF ACADEMIC UNIT REPRESENTATIVES

8.5.1. Academic Unit Representatives shall be elected by the students of the academic unit they represent in accordance with the constitutions of the individual councils. 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.

8.5.2. 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.

8.5.3. 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.

8.5.4. Student Senators shall be installed by the Chief Justice of the SGA Supreme Court immediately following the installation of SGA Cabinet Officers. Upon installation,

- (a) the Senators-Elect shall have powers to approve staff positions and committee recommendations and to elect committee chairs for the upcoming year.
- (b) The outgoing Senate shall retain all powers until the end of the main May graduation ceremony at which point the new Senators shall have full powers.

SECTION 6: Interest Meetings

8.6.1. Interest Meetings: The Supreme Court may hold a series of interest meetings to explain election procedures for potential candidates.

SECTION 7: Candidate Eligibility and Certification

8.7.1. Candidate Eligibility: To be eligible to run for office in the SGA General Election, a student must:

- (a) Meet all the qualifications outlined in the SGA Constitution and the SGA Bylaws.
- (b) Complete the “Application for Candidacy Forms” by the specified deadline.
- (c) Be confirmed by the Dean of Students as a student in “Good Academic Standing” based on the requirements of the student’s Unit of Enrollment.
- (d) Confirmed by the Dean of Students as a student in “Good Conduct Standing;”
- (e) A student may not be a candidate for more than one (1) office in any single SGA General Election.

8.7.2. Certification of Candidacy: Dean of Students Office shall certify a student as a candidate if the student satisfies the requirements.

8.7.3. Withdrawal of Candidacy: To withdraw from the SGA General Election, a candidate must contact, by electronic email, the Chief Justice prior to the deadline outlined.

SECTION 8: SLATES

8.8.1 Slate Declaration: Candidates for Student Body President, Student Body Vice President, College President, and College Vice President are not required to file as part of a slate to be eligible for candidacy but have the option to do so. “Slate” means a pair of candidates running for the respective offices of Student Body President and Student Body Executive Vice President or College President and College Vice President under a common name or platform.

- (a) Slates will consist of the unified campaign of two candidates only, respectively seeking the offices of Student Body President and Student Body Executive Vice President or College President and College Vice President.
- (b) Candidates choosing to campaign as a slate must declare their intention to do so by the Statement of Intent Form due date, via the election form.
- (c) Candidates choosing to campaign as a slate may campaign with and promote each other freely, so long as their activities follow all guidelines.

- (d) Candidates may not pool funds utilized for election materials or campaigning purposes with any candidate not on their slate.
- (e) Although candidates may share a unified campaign, they will be elected to their respective offices as individuals.
- (f) Candidates may not file with more than one slate during a single election cycle.

SECTION 9: DECLARATION OF CANDIDACY

8.9.1 Candidates for offices elected in the general elections must file candidacy papers during the filing period established herein.

8.9.2 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 Break shall not be counted.

8.9.3 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.

SECTION 10: CAMPAIGNS

8.10.1. "Campaigning" means any act or omission that promotes any candidate or slate of candidates or solicits votes for any candidate or slate of candidates.

8.10.2 "Approved Bulletin Board" means any general information bulletin board that is not a faculty, departmental, library, computer lab, or residence hall bulletin board.

8.10.3 "Off-campus" means any location that is not "on-campus" as defined by the University.

8.10.4 The SGA shall provide a limited number 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. This shall not apply to academic units who do not choose their Student Senate representatives in the SGA General Election.

8.10.5. Candidates will not be permitted to use material featuring the Student Government Association logo or other promotional symbols or slogans.

8.10.6 Candidates will be able to use the computers and printing machines readily available in the Student Government Association lounge.

- (a) Candidates will be required to provide their own paper for printing services.

8.10.7 On-Campus Campaigning

- (a) Time Restrictions: Campaigning is prohibited prior to the timeline set for the commencement thereof in the SGA Bylaws and election timeline as approved by the Senate. Campaigning and intent for endorsement shall not begin until immediately after all candidates are confirmed by the Chief Justice through email to candidates.

- (b) Place Restrictions: Campaigning is prohibited:

- (i) In University-owned or affiliated residence halls; (no door-knock campaigning and the candidate must follow all Resident Housing Association Guidelines)
- (ii) In University libraries, (If the campaigning substantially interferes with the library function or disruption of regular activities)
- (iii) In Designated study areas, (If the campaigning substantially interferes with the function of the study areas) and,
- (iv) On an Election Day, within twenty-five (25) feet of a university-designated computer lab.
- (v) On an Election Day, within twenty-five (25) feet of an SGA-sanctioned polling place.

- (c) Manner Restrictions: Campaigning shall conform to the following provisions:

- (i) Use of chalk or paint must adhere to the guidelines established in the University of Louisville Student Handbook,
 - (ii) The display of campaign material on approved bulletin boards shall not exceed eight and one-half inches (8.5”) by eleven inches (11”); and shall be affixed by tacks or staples.
- (d) A candidate may take reasonable steps to organize their campaign or slate prior to the time set for the commencement of campaigning election rules.
- (e) All in-person campaigning must be compliant with state health guidelines.
- (f) Anyone found in violation of these guidelines may be subject to sanction by the Court.
- 8.10.8 Off-Campus Campaigning
- (a) Off-campus campaigning shall be subject to the rules outlined in the SGA Constitution and Bylaws and to any additional regulations that the off-campus venue may impose.
- 8.10.9. Online Campaigning
- (a) Time Restrictions: Campaigning is prohibited prior to the timeline set for the commencement thereof in the SGA elections timeline.
- (b) Medium Restrictions: Social media, including but not restricted to Facebook, Twitter, Instagram, etc., may be used throughout the entire campaign and voting process. Campaigning is prohibited through electronic mail distributed through a Registered Student Organization “Listserv,” Engage UofL, or a university-hosted website (other than Blackboard)
- 8.10.10. Online & Offline Endorsements:
- (a) Registered Student Organizations may openly endorse and campaign for candidates following the beginning of the campaigning period.
- (b) No University entity or department may endorse a candidate or slate.
- (i) Any University-wide, student-run publications (i.e. The White Squirrel, The Louisville Cardinal, The Louisville Political Review, etcetera) are exempt. Such publications shall enjoy privileges as press.
- (c) Students associated with the University in an official capacity may endorse a candidate in their official capacity. An official capacity will be someone involved with student government or other leadership positions.
- (i) Students associated with the University in an official capacity may endorse candidates so long as the endorsement does not come from an official University of Louisville Account. They may use their position title but may not use university time or resources to promote any candidate or slate.
 - (ii) Official Capacity is defined: An action taken as part of your job, using university resources that are available to you as part of your position, or using time where you should be working to promote candidates or slates.
 - (iii) This section cannot be taken in any way as a restriction on the actions taken by students associated with the University in an official capacity in their free time so long as they do not use resources granted to them in their positions.
 - (1) Ex. The Student Body President using the SGA social media to promote a candidate would be a violation.
 - (2) Ex. The Student Body President endorsing a candidate on their own campaign Instagram while also mentioning that they are Student Body President would not be a violation.
- 8.10.11. “Defamation” shall be defined as the act of damaging the reputation of someone.

- (a) Criticism of platforms and ideas are acceptable, personal attacks are not. Such posts or representations made by a candidate or on their behalf will be subject to appropriate disciplinary action or disqualification.

SECTION 11: CAMPAIGN CONTRIBUTIONS:

8.11.1. With respect to monetary and in-kind contributions

- (a) Except as otherwise provided in the SGA Constitution and Bylaws, no University department or entity shall make any monetary or in-kind contribution to any candidate or slate.
- (b) Registered Student Organizations may provide campaign funds provided that students do not exceed the spending limit placed on their positions and all contributions are reported as required in their CVR or SCVR.
- (c) Except as otherwise provided in the Constitution and Bylaws, no external entity that might seek influence in SGA, or University decision-making, shall make any monetary or in-kind contribution to any candidate or slate. This includes but is not limited to housing properties, restaurants, etc.

8.11.2. With respect to endorsements:

- (a) Except the Student Government Association and its subdivisions, any Registered Student Organization may endorse any candidate or slate.
- (b) Except as otherwise provided in the Constitution and Bylaws, no University department or entity shall endorse any candidate or slate.

8.11.3. With Respect to reuse of previous campaign materials, reused campaign materials are to be reported in the CVR at fair market value. The CVR from the previous campaign is sufficient proof of purchase.

SECTION 12: EXPENDITURE LIMITS

8.12.1. The sum-total of a candidate's campaign expenditures, contributions (in-kind or monetary) made to a candidate or to their slate, shall not exceed:

- (a) For the Office of the Student Body President, five-hundred dollars (\$500.00)
- (b) For the Office of the Student Body Vice President, five-hundred dollars (\$500.00)
- (c) For the Office of College President, two-hundred dollars (\$200.00)
- (d) For the Office of College Vice President, two-hundred dollars (\$200.00)
- (e) For the Office of College Senator, one-hundred and twenty-five
- (f) For any additional elected Offices, one-hundred and twenty-five dollars (\$125.00).

SECTION 13: CAMPAIGN FINANCE AND VALUE REPORTS

8.13.1. A "Campaign Value Report" (CVR) is a document that shall include a list of the candidate's campaign expenditures, a proof-of-purchase for all of the candidate's campaign expenditures, a list of the candidate's monetary and in-kind contributions to their slate, if applicable, and, a list of all persons and entities who made monetary or in-kind contributions to the candidate, the fair market value of the contribution, and the date of contribution, if applicable.

8.13.2. A "Slate Campaign Value Report" (SCVR) is a document that shall include a list of all candidates affiliated with the slate, a list of the slate's campaign expenditures, a proof-of-purchase for all the slate's campaign expenditures, and a list of all persons and entities who made

monetary or in-kind contributions to the slate, the fair market value of the contribution, and the date of the contribution, if applicable.

8.13.3 The deadline for CVRs and SCVRs shall be set in the election timeline.

8.14.4 All candidates must submit a CVR or SCVR by the deadline established. Candidates who do not submit the reports by the established deadline are subject to sanctions.

SECTION 15: DEBATES

8.15.1 The Supreme Court shall be responsible for holding at least one official debate which involves all Executive Officer candidates. The time and place of this debate shall be set in the SGA election timeline and approved by the Student Senate. This debate shall be moderated by the Chief Justice or a designated Associate Justice. In order to give students more access to top four candidates, SGA Supreme Court and the Diversity and Inclusion Committee (DIC) will work together to organize a Campus Issues Forum.

(a) The first set of questions will be supplied by the DIC and the Supreme Court.

(b) The second set of questions will be asked by audience members.

(i) The moderator reserves the right to pre-screen and remove any questions.

(ii) Questions must be addressed to all candidates.

(c) Candidates may answer or not answer questions at their discretion.

8.15.2. Student Senator Forum: This forum will allow candidates to communicate with University of Louisville students.

(a) Questions will be supplied by the student body and will be given to candidates by the Supreme Court

(b) Candidates may record sixty (60) second answers to each question, which will be compiled into one video and released on the date set in the election timeline.

(c) Candidates may answer or not answer questions at their discretion.

8.15.3. Any council may hold a debate for the Executive Officer candidates and/or the Senatorial candidates from the associated school. These debates shall conform to guidelines set forth in the Constitution and Bylaws.

8.15.4. Any organization wishing to hold a debate shall conform to guidelines set forth in the Constitution and Bylaws.

8.15.5. All debates must provide an equal opportunity for all candidates in a particular race to appear and speak if any candidate for that race is a participant in the debate.

8.15.6. All debates must be moderated by a representative of the Supreme Court.

SECTION 16: VOTER ELIGIBILITY

8.16.1. Voter Eligibility in University-Wide Elections: Any student currently enrolled at the University of Louisville is eligible to vote for the offices of Student Body President, Student Body Executive Vice President, Student Body Academic Vice President, and Student Body Services Vice President.

8.16.2. Voter Eligibility for College Elections: Any student currently enrolled at the University of Louisville is eligible to vote for the offices of College President, College Vice President, College Senator, and additional College office positions within their Academic Unit.

8.16.3. Voter Eligibility Determination: The Dean of Students shall determine a voter's Academic Unit and eligibility from information on file with the University Office of the Registrar.

- (a) Students enrolled in more than one Academic Unit will vote for their unit of their primary program of enrollment.

SECTION 17: ELECTIONS PROCEDURE

8.17.1. Ballots should be cast using the U-Link and Email online voting system during the time indicated for voting in the election rules. Voting shall be conducted via email unless in-person voting is necessary.

8.17.2. Voting by proxy is prohibited unless authorized by the Court.

8.17.3. Personal computers and laptops may not be utilized as an “ad hoc” polling station by any person during the SGA General Election.

8.17.4. All registered students at the University of Louisville are eligible to vote and shall be afforded the same opportunity to exercise this right.

8.17.5. Ballot Design: Ballots shall conform to the following guidelines:

- (a) Notwithstanding any other provision in the SGAGER, the ballot shall display only those races in which the voter is eligible to vote.
- (b) The ballot shall list all candidates for a single office on a single page.
- (c) The Chief Justice shall determine the order in which the candidate appear on the ballot by lot.
- (d) The ballot shall display each candidate’s name in the form on file with the University Office of the Registrar. A different name may be used if approved by the Chief Justice.
- (e) The ballot shall not reference a candidate’s slate affiliation.
- (f) The ballot shall include the option of “Move to Next Race.” Selecting the “Move to Next Race” shall not be recorded as a vote for purposes of the SGA General Election tallies.

8.17.6. In the event that electronic voting measures fail to allow all students an equal opportunity to vote in either the general election or a run-off election, then those students who were unable to vote shall be given a second opportunity to do so through a method approved in the SGA Election Rules. This remedial voting period shall last no less than twenty-four (24) hours, and no more than seventy-two (72), depending on how long the disenfranchised students were unable to vote. This remedial election shall be held immediately following the cessation of the normal election period and shall postpone the preliminary announcement of results no longer than twenty-four (24) hours following the completion of remedial elections. If determined to be necessary by the Supreme Court and the Senate, all following election events and deadlines may then be postponed the same amount of time. The total of these votes shall then be added to the total votes already achieved by each candidate before election penalties have been assessed.

8.17.7. All candidates must be voted for individually, regardless of any slates that may have been formed.

8.17.8. The ballot shall be arranged by office-group. The order of names of candidates shall be determined by lot.

SECTION 18: VIOLATION NOTIFICATION AND ELECTION CONTEST PROCEDURES

8.18.1. Any candidate or their representative may contest the validity of the unofficial results by filing a petition no later than the deadline outlined in the election timeline following the Supreme Court’s disclosure of the unofficial results.

8.18.2. 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.

8.18.3. 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.

8.18.4. 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.

8.18.5. The election official who receives the violation notification shall endorse their name and the time of receipt upon the form and shall direct an immediate investigation.

8.18.6. Any candidate wishing to contest an election shall file a written complaint to the Supreme Court in accordance with the complaint procedures outlined in the Bylaws. The complaint shall state each alleged violation. Any violation not listed in the complaint shall not be considered by the Court.

8.18.7. Any violation for which the notification was not timely filed as required the Bylaws 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.

SECTION 20: APPEALS

8.20.1. Decisions of the Supreme Court may be appealed to the Supreme Court. The Court has the authority to hear the case if there is new information provided regarding evidence, witnesses, or evidence of bias that influenced the Court's ruling. Appeals must be made within forty-eight (48) hours before the scheduled disclosure date of election results.

SECTION 21: RUNOFF ELECTIONS PROCEDURE

8.21.1. General Procedure: In the event of a runoff election, the runoff election shall be held pursuant to the timeline set in the Bylaws and election timeline as confirmed by the Senate.

8.21.2. Candidates are allowed to campaign once notice is given of the dates and times of the runoff election set by the Supreme Court.

8.21.3. Balloting: The placement of each candidate's name on the ballot shall be identical to the original ballot; the names of the candidates not involved in the run-off will be removed from the ballot.

8.21.4. CVR and SCVR: Each candidate must file an additional CVR and SCVR, if applicable, no later than twenty-four (24) hours prior to the conclusion of the run-off election. The CVR and SCVR shall be prepared in the same manner as described in these Bylaws.

SECTION 22: DISCLOSURE OF ELECTION RESULTS

- 8.22.1. The Supreme Court shall disclose the unofficial election results of the SGA General Election to candidates at the time set in the election timeline.
- 8.22.2. The unofficial results are not to be disclosed to the public until they are certified by the SGA Supreme Court.
- 8.22.3. The unofficial election results shall become official only if two-thirds (2/3) of the Supreme Court vote to certify the results.
- 8.22.4. The official results shall be posted on the Student Government Association's website.
- 8.22.5. 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 the returns have been tabulated by the Supreme Court.

SECTION 23: CLEAN-UP POLICY:

- 8.23.1. All campaign materials must be removed from the University property by the deadline set in the election timeline. Sanctions shall not be put on a campaign for failure to remove materials.

SECTION 24: MALFEASANCE BY OFFICERS OF THE COURT

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

SECTION 25: BURDEN OF PROOF, EVIDENTIARY STANDARD, AND LIABILITY

- 8.25.1. Burden of Proof: In all cases the burden of providing an actual or attempted violation of the Bylaws or of university policy shall rest with the party alleging the violation.
- 8.25.2. Evidentiary Standard: In all cases the evidentiary standard shall be that of clear and convincing evidence.
- 8.25.3. Liability: A candidate shall be liable for their own acts and omissions.
- 8.25.4. Residual Clause: Each candidate is expected to conduct their own campaign with integrity and in a manner that follows the student code of conduct and resembles a future leader of the University of Louisville Student Body.

SECTION 26: ASSESSMENT OF SANCTIONS

- 8.26.1. A "Sanction" means a penalty for failure to comply with the SGA Constitution, Bylaws, or election timeline.
- 8.26.2. Sanctions Generally: Notwithstanding any provision of the SGA Constitution and Bylaws, the Supreme court shall determine the form, manner, and severity of any sanction in its sole discretion.
- 8.26.3. Vote Sanctions: Vote sanctions shall be assessed:
- (a) If against a candidate for Student Body President, Student Body Vice President, College President, or College Vice President – out of the total number of votes cast in the candidate's race; and,

(b) If against a candidate for College Senator or other elected office – out of the total number of votes cast for the candidate.

8.26.4. De Minimis Violations: The Supreme Court may decline to consider any claim arising from a de minimis violation of the SGA Constitution or Bylaws, election timeline, or of university policy.

8.26.5. Frivolous Claims: The Supreme Court may decline to consider any frivolous claim.

8.26.7. Sua Sponte Additions: The Supreme Court may not act to bring Sanctions against a candidate or slate unilaterally. Its review and consideration are limited to what is brought to it by others.

SECTION 27: ELECTION CIRCUIT SYSTEM

8.27.1. Establishment of Circuit Court System: The Chief Justice shall divide all “Units of Enrollment” participating in the SGA General Election into one (1) or more “Election Circuits,” and shall designate one (1) or more Associate Justices, the Chief Justice, or both, to preside over each Election Circuit as a “Circuit Justice.”

8.27.2. Unassigned Circuits: The Chief Justice shall be the Circuit Justice of all unassigned Election Circuits.

8.27.3. Powers and Duties of the Circuit Justices: The presiding Circuit Justice(s) shall have cases brought to them specifically, and the duties of the presiding Circuit Justice shall include providing clarification as to the meaning of the SGA Bylaws or Constitution, election timeline, or of university policy, promoting the General Election within their circuit, and accepting all petitions filed by eligible persons within their assigned Election Circuit. All Cases will be brought to the Supreme Court who, as a whole, will decide if they plan to hear the case.

8.27.4. Referral: A Circuit Justice to whom a matter is presented may refer it to the Supreme Court for determination.

8.27.5. Reservation Clause: On the request of an interested party, or Sua sponte, a majority of the Justices of the Supreme Court may vacate, modify, or affirm any action taken by a Circuit Justice.

SECTION 28: ADVISORY OPINIONS

8.28.1. The Supreme Court may issue “Advisory Opinions” regarding any provision of the SGA Constitution or Bylaws and election timeline.

8.28.2. Advisory opinions shall be titled in re [Questioner’s Name].

8.23.3. An advisory opinion is effectively only for the SGA General Election in which the Supreme Court issued it.

8.23.4. An advisory opinion may be challenged in an original action filed with the Supreme Court.

TITLE IX: AMENDMENTS TO THE CONSTITUTION

SECTION 1 AMENDMENTS BY THE STUDENT SENATE

9.1.1. 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 written or digital copy of the original proposal.

9.1.2. The SGA Executive Vice President shall send Student Senators and Student Councils a written or digital copy of the Executive Board's Report, along with a copy of the proposed amendments.

9.1.3. 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 before two (2) regularly scheduled Senate meetings have passed.

9.1.4. After receiving verification that a sufficient number of Student Councils have ratified the amendment, the Senior Student Affairs Officer of the University shall certify its adoption to the Student Senate.

9.1.5. The Senate may then ratify the amendment by three-fourths (3/4) vote of the senators in attendance at either of the next two (2) regular meetings following certification by the Senior Student Affairs Officer.

9.1.6. Ten (10) calendar days after ratification, the amendment shall become effective.

9.1.7. Amendments to any title or section related to the Arms of SGA shall involve consultation with the respective arm.

SECTION 2: AMENDMENT BY REFERENDUM

9.2.1. 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.

9.2.2. 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.

TITLE X: AMENDMENTS TO THE SGA BYLAWS

SECTION 1: SUBMISSION

10.1.1. Proposed amendments to the SGA Bylaws 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 written or digital copy of the original proposal. This will serve as a first reading.

SECTION 2: ADOPTION

10.2.1. The Senate may adopt the amendment by two-thirds (2/3) vote at a meeting following the first reading by at least five (5) days.

SECTION 3: RATIFICATION

10.3.1. Ten (10) calendar days after Senate passage, the amendment shall become effective.